

# MAXIMIZING ACTIVE PARTICIPATION IN IHO EVENTS

## PRACTICAL GUIDELINES FOR IHO MEETINGS

(extracted from [IHO Resolution 01/2025](#)

*adopted with IHO Circular Letter 28/2025 – 08 July 2025)*

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## **Meeting Modalities**

The following meeting formats should be considered when organizing IHO meetings:

1. **In-person – a face-to-face** meeting held in a physical location.
2. **Hybrid with remote-passive participation** - a meeting held in a physical location, in-person and where an audio-visual broadcast is live streamed for remote participants to follow proceedings.
3. **Hybrid with remote-active participation** - a meeting held in a physical location, in-person and where a platform is used to allow remote participants to actively participate.
4. **Remote** – a meeting held online only. All participants engage actively via the platform provided.

## **Key Principles for Determining Meeting Modalities**

Hosts of meetings should, as far as practicable and within their capacity, include the use of technology to complement in-person meetings and maximize active participation in IHO events.

Where IHO meetings have an in-person element, it is expected that the lead representatives from Member States are present in person. The use of additional technological capabilities used for remote-passive/remote-active participation is intended for additional meeting attendees.

Remote meetings should be considered in circumstances where in-person meetings cannot take place due to widespread travel restrictions or if the nature or content of the agenda does not justify the expense of having an in-person meeting (e.g. group discussions).

## **Registration**

Regardless of the meeting format, participants must register their attendance through the IHO Portal. When registering for a hybrid meeting via the IHO Portal, attendees must select the relevant format to reflect their mode of participation.

## **Preparation**

Hosts of meetings which provide remote passive / active participation should seek to conduct a connection test shortly before the meeting to allow connections to be checked, this avoids technical issues during meetings.

## **Recording**

Meetings may be recorded. All groups need to give this consideration and must seek the permission of all participants, both in-person and remote.

## **Best Practice for Remote-Active Attendees**

- Connect from a desktop computer or laptop,

- Avoid the use of hand-held devices or tablet computers,
- Seek to connect from a quiet, well-lit room and avoid large empty rooms which cause echo;
- Use a dedicated headset or microphone to ensure high quality audio,
- Use a High-Definition webcam to offer high quality video,
- State name and organization at the start of the meeting during the technical check when connected to the platform,
- Use the 'raise hand' function (or equivalent) of the platform to request the floor,
- When invited to speak by the Chair, enable audio and video, state name and organization, then make the intervention;
- When speaking ensure all other devices and notifications are muted to avoid distractions,
- As far as possible the use of the chat function should be minimized,
- Keep video on whenever possible,
- Keep audio muted when not speaking.
- Note the option to "switch on live caption"

#### **Best Practice for Meeting Hosts**

- To facilitate inclusive and effective participation in IHO meetings, hosts are encouraged to provide appropriate IT equipment that supports both remote-passive and remote-active participation modes.
- Hosts of Meetings are invited to liaise with the relevant Office Bearers of the relevant IHO Body to discuss available technical means options prior to the meeting.
- The use of desktop microphones is preferred to ensure the smooth running of discussions,
- For passive streaming a single camera which pans to speakers is preferred,
- A dedicated laptop(s) and operator(s) should be available to display presentations and monitor the chat function,
- Always seek permission and inform participants if the meeting is to be recorded,
- Hosts of meetings that provide remote passive/active participation should seek to conduct a connection test shortly before the meeting to allow the whole setup (cables, device, sound balance) to be checked, this avoids technical issues during meetings.
- In-person attendees should be discouraged from connecting to the meeting platform to ensure optimum internet performance,
- Offer the use of the chat function for technical issues.

## **Preparation**

- The table below outlines the recommended equipment and its applicability to each mode of participation.

Equipment	Remote-Passive	Remote-Active
Dedicated laptop/computer (connected to display system)	Optional	Optional
Duplicate screen (Chair Team table)	Recommended	Recommended
Visio conference (camera + microphone)	Required	Required
Display screen (e.g. flat TV, video projector, with or without dedicated laptop)	Required	Required
Table Microphone (Chair Team table)	Required	Required
Table/Mobile Microphone (Attendees)	Required	Required
Audio Speakers (microphone feed)	Required	Required