

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