GUIDELINES FOR IHO MEETINGS Ver 1.0

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 maximise active participation in IHO events.

When announcing IHO meetings of all formats, it should be acknowledged that in-person attendance is requested for all principals[1] and that additional capabilities are intended to allow remote-passive / remote-active attendance.

Remote meetings should be considered in circumstances where in-person meetings cannot take place due to wide-spread 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 minimised
- Keep video on whenever possible

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[1] Principles' a generic term for the key individuals or decision-makers who are present at a meeting, often representing different departments or areas of expertise within an organization and are expected to contribute significantly to the discussion and decision-making process.

- Keep audio muted when not speaking.

Best Practice for Meeting Hosts

- 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.
- Always conduct a technical check prior to the start of the meeting to resolve any technical issues.
- 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