

Webinar Etiquette and Guidelines

Italy-IORA Dialogue Partnership IORA webinar on Developing Sustainable Cruise Tourism Part of the 11th edition of “Diplomacy - Festival della Diplomazia” Wednesday, 21 October 2020 (Cisco Webex) 09:00 – 13:00 Rome time (UTC+2hrs)

Participants to the IORA webinar on Developing Sustainable Cruise Tourism are requested to adhere to the following etiquette and guidelines to ensure the success of the meeting.

General Guidelines

- Participants are encouraged to log in 15 minutes before the start of the event to ensure the success of their registration and to solve any technical difficulties that emerge. Late participants are advised to not interrupt the meeting.
- All participants are requested to ensure that when logging in they include the country with their name as displayed in the example below:

First name:

- Microphones should remain on the mute function to ensure audio clarity. Background noises could disrupt the meeting and prevent the ability of other participants to hear proceedings clearly. **Use the mute button when you are not speaking.**
- Participants must click the “raise hand” function displayed on the screen to share ideas, ask questions, and contribute to the discussions. The Director of Proceedings will then request the participant to unmute their microphone and speak. If multiple hands are raised, participants will be asked to speak based on the order of the “raised hand” request or in alphabetical order if the prior is not clear.
- Silence will be considered agreement in consensus. Please click the “raised hand” function in order to ensure comments and enquiries are addressed.
- Before speaking, **please provide your name, title, and country.** Please speak in a measured and clear fashion. Avoid attempts to speak at the same time as other participants.
- Ensure the strength of the WiFi connection and its stability before joining the meeting.

- Sit away from noisy places and avoid having backgrounds with too much light (windows, other forms of lighting).
- Refrain from using external speakers while talking, as it creates audio difficulties while the participant's microphone is open.
- During breaks between sessions, all participants will remain logged on to the webex without audio and video.