



CONSEIL CONSULTATIF POUR  
LES EAUX OCCIDENTALES  
SEPTENTRIONALES

**NORTH WESTERN  
WATERS**  
ADVISORY COUNCIL

CONSEJO CONSULTIVO PARA  
LAS AGUAS  
NOROCCIDENTALES

## HORIZONTAL WORKING GROUP - 08 July 2020

### RECOMMENDATIONS FOR PARTICIPANTS

- **Join the video conference 15-30 minutes in advance of the starting time.** This will allow you to **test your sound** with other participants and enable a smooth start of the meeting. After confirming that you can hear and others can hear you, you may mute your microphone and continue working until the start of the meeting.
- Join the meeting from your **computer (not a tablet or phone)** with a **highspeed wired Internet connection** if available. If you are equipped with an Ethernet cable, please prefer a wired connection over a Wifi connection. An insufficient bandwidth could result in poor audio quality and cuts.
- **Always use headsets**, ideally with a USB connection and noise cancelling. If you do not have call-center type headsets, please use your smartphone earphones **with an integrated microphone** (preferably no airpods).
- Refrain from speaking through your laptop microphone. Doing so will likely lead to poor audio quality and increased background noise for everyone.
- Find a noise-free environment from where to speak.
- Speak at a moderate pace to allow proper understanding for other participants and interpreters.
- **Mute yourself when you are not speaking.** This will reduce the background noise
- **Turn off video** if you are not speaking.
- **Use the raise hand to ask for the floor (only after a presentation is concluded, not during the presentation).** The meeting moderator will give you the word in the order the hands have been raised. In case it is not possible to address all the raise hand requests, you can send an email with your question/comment to the NWWAC Secretariat ([info@nwwac.ie](mailto:info@nwwac.ie)), who will in turn get in touch with the related speaker/addressee.
- **Use the chat box only if you urgently need to contact the NWWAC Secretariat,** to avoid distraction and confusion during the meeting.