

GAP Summit for the Pacific and Small Island Nations

Friday, 18 June 2021
8:30am-12:30pm AEST

Rules of Proceedings

General

- The Summit will convene on a bespoke videoconferencing platform tailored to suit its unique format. It combines the best elements of *OnAir* and Zoom. Access to all parts of the proceedings and all the Summit information is available through one meeting place – the Summit’s **Virtual Lobby**.
- Each participant will receive their own **personal link** to the Virtual Lobby one day before the Summit. Please save the link on your calendar for easy reference, as this is your only gateway to the Summit’s virtual platform.
- The Summit cannot be accessed via mobile phones. Please use a **desktop/laptop computer**.
- You need **Google Chrome** as your browser ([download here](#)).
- The Summit will be held under **the Chatham House Rule** of non-attribution. Tweeting or messaging via social media during the Summit can refer only to *what* was said at the event, but not identify – directly or indirectly – *who* said it.
- Each Plenary Session is divided in two segments – 1) Thought Leader Panel, 2) Zoom Discussion. All the relevant links are accessible through the Virtual Lobby.
- The proceedings of the Summit will be recorded for the purposes of producing a final report.

Ahead of the Summit

- Save your personal link to the Summit’s Virtual Lobby on your calendar for easy reference.
- Decide which device you are going to use on the day and, if possible, choose a quiet location with neutral background. [Download Google Chrome](#) on your computer.
- Once you are part of the Summit and click on the relevant link, you may be asked to download the Zoom software (or create an account if you don’t have one already), but this is not necessary to participate.

Logging In

- Registration opens at 8:15am AEST on Friday, 18 June 2021 (please refer to our [Local Time Zones checklist](#) to confirm your local time for the Summit).
- Open your personal link to the Summit in Google Chrome and follow your browser prompt on the Welcome (Event Check-in) page:
 - Allow mic access
 - Set mic selection
 - Allow camera access
 - Allow camera selection and press ‘Set’
 - Bypass the registration form by scrolling down and clicking ‘Update and Close’
- Once logged in, you will enter the Summit’s Virtual Lobby. **Please keep it open at all times** during the proceedings. **If you have accidentally closed the browser, you can find your way back through your personal link.**

Zoom Discussion

- Once the thought leader panel ends, you will be invited to take part in a Zoom discussion where you will respond to the thought leaders, ask questions, and contribute.
To get there, please:
 - Click on 'Back to the Virtual Lobby' link in the top left corner
 - Click on the Zoom Discussion red button at the top
 - Zoom will open in a new browser window. Do not close your Virtual Lobby page (although you can minimise it)
- During the Zoom session, please follow these simple rules:
 - Stay on mute unless invited to speak
 - Switch off your mobile and disable any ring alerts on your computer
 - Keep your video on at all times during discussion
 - Indicate your desire to speak by typing '**request to speak**' in the public Chat window
 - When you are called upon by the facilitator, unmute and briefly introduce yourself. Please keep your comment to **under 3 minutes**.
 - Keep the Chat open at all times. You can write your comments in the public Chat area throughout discussion time
 - When messaging on social media, observe the Chatham House rule of non-attribution
 - Twitter hashtags for this Summit are #GAPSummit and #PacificSummit @GlobalAccessAu
 - Flag any technical issues to Benjamin Blackshaw through the private Chat function
- When the Zoom discussion ends, close Zoom before logging into **Session Two** through the relevant button in the Virtual Lobby.

Follow the same instructions for each subsequent Session.