



Distribution: General  
18 September 2023

*United Nations Decade of Sustainable Energy For All (2014-2024)*

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Seventh Session of the Assembly of SIDS DOCK  
Via Telephone and Videoconferencing  
25th September 2023  
10:00 a.m. to 12:00 p.m. EDT – Eastern Daylight Time

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**GENERAL GUIDANCE & RULES AND PROCEDURES FOR  
JOINING THE ZOOM MEETING OF THE  
SEVENTH SESSION OF THE ASSEMBLY OF SIDS DOCK**

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**NOTICE: THIS MEETING WILL BE RECORDED AND REPRESENTATIVES AND PARTICIPANTS WILL BE ASKED TO CHECK A BOX, IF THEY AGREE TO JOIN. BY AGREEING TO PARTICIPATE IN THE MEETING, REPRESENTATIVES AND PARTICIPANTS AGREE TO ABIDE BY A CODE OF CONDUCT (ITEM 8)**

- 1. Only Registered or Domain Verified Users will be allowed entry to the meeting. All participants will be required to register with their email and name.** Participants must enter their information on the registration page, available at: <https://us02web.zoom.us/join/register/tZtcumgrTkVg9BmN0mQD3fkszmN4k-JdXiE>. The meeting will be restricted to participants who received permission from the Meeting Host, the Secretariat of SIDS DOCK, to log into the Zoom meeting.
- 2. A Passcode is required to join the meeting:** To enter the secure meeting, participants will be asked to enter a passcode to join the meeting to ensure that only invited attendees will know how to join the meeting. The meeting ID/passcode will be shared by the Meeting Host, at least twenty-four (24) hours prior to the meeting.
- 3. Virtual Waiting Room:** Participants are asked to join the meeting fifteen (15) minutes before the start time of 4:00 p.m. Eastern Daylight Time (EDT)/9:00 a.m. Tonga Time (TOT), to facilitate a smooth entrance into the meeting room. Participants will wait in the Virtual Waiting Room, till the President of the sixth Assembly of SIDS DOCK, Honourable Siaosi 'Ofakivahafolau Sovaleni (Hon. Hu'akavameiliku), Prime Minister of the Kingdom of Tonga, calls the meeting to order at which time, the Meeting Host will allow participants to enter. The Virtual Waiting Room will also provide the Secretariat with a list of the names of participants.

4. **Participants will be Muted:** We've all been in meetings where somebody forgets to mute, or their microphone picks up some background noise that interrupts the meeting. To avoid this problem, **all participants will be muted once granted permission to enter the Virtual Waiting Room.** Participants' ability to unmute themselves will be disabled. Only the President can accord the right to speak, put questions and announce decisions. No representative may address the Assembly without having previously obtained the permission of the President. The President shall call upon speakers in the order they signify their desire to speak. The Meeting Host will "unmute" representatives and participants once called upon by the President to speak.
5. **There will be no in-meeting chat.** This feature will be disabled for the entire meeting. Representatives and participants who need to communicate are requested to **send requests, comments and feedback, in Realtime, to the Secretariat of SIDS DOCK at: [secretariat@sidsdock.org](mailto:secretariat@sidsdock.org).** The information will be addressed in a timely fashion and brought to the immediate attention of the Secretary-General to communicate to the President.
6. **There will be no Screen Sharing or Annotation (writing on the screen):** Screen sharing, in-meeting chat and annotation are great tools when needed. However, there will be no in-meeting chat, no PowerPoint presentations, no screen sharing, and no annotation. These features will be disabled for the entire meeting.
7. **Removal of participants:** As a United Nations (UN) registered organization with all the rights and privileges, SIDS DOCK adheres to the UN Model Code of Conduct and Online Code of Conduct. Once an attendee has been admitted into the meeting, they will be "pushed back" to the Waiting Room or removed from the meeting all together, and can even be prevented to return for the following reasons, noted below. This "Code of Conduct for the Seventh Session of the Assembly of SIDS DOCK, applies to all participants attending the meeting, including all persons attending or involved in any capacity in this event.
8. **The "Code of Conduct for the Seventh Session of the Assembly of SIDS DOCK,"** is not legal or binding or prescriptive in nature but based on an honour system. SIDS DOCK The Secretariat of SIDS DOCK commits to implementing the Code of Conduct:
  - a. Respectful spoken and written language at all times (no flaming or personal attacks on individual or country positions).
  - b. Courteous behaviour towards the meeting participants, and others assisting in the event.
  - c. No use of music or other audio recordings during the session.
  - d. No use of graphics (photos, clip art, drawings) at any time unless approved in advance by the Secretariat or the President.
  - e. The recorded session, as well as associated materials used for publicity and orientations, are the property of the SIDS DOCK Secretariat, and can only be used for the purposes for which they were intended.

- f. It is the responsibility of all participants to know and abide by the laws of the country which govern their internet use and general conduct.
- g. Failure to abide by this Code of Conduct for the Seventh Session of the Assembly of SIDS DOCK, will result in being “pushed back” to the Waiting Room or removed from the meeting all together, and even prevented to return.

**For more information on the General Guidance & Rules And Procedures For Joining The Zoom Meeting Of The Seventh Session of the Assembly of SIDS DOCK, please contact:**

**Secretariat of SIDS DOCK**

**[secretariat@sidsdock.org](mailto:secretariat@sidsdock.org)**