



CIRCULAR

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TO: SPREP National Focal Points
Copy: CROP Organisations
SPREP Partner Organisations

Subject: REMINDER: Arrangements for the 30SM and associated meetings

Dear Members and SPREP Partners,

As the Meeting is getting closer, kindly please be reminded of below arrangements for the 30SM and associated meetings.

To ensure a smooth virtual meeting, the Secretariat is organising another virtual test run of the meeting platform for all registered participants on the **31st August** between **12.00pm and 2.00pm Samoa local time**. This will be conducted by SPREP IT team and OnCall Company. The link for the virtual test will only be sent to the registered participants only closer to the dates indicated. In this case the link has been sent already to all registered participants by email on 26 August 2021.

For the virtual test run, registered participants are required to:

- a) join the virtual test from the computer and location they will be using during the actual SPREP Meeting
- b) connect via an Ethernet cable or a fast reliable mobile connection for internet (NOT sharing a connection with any other participants)
- c) complete the Interactio Troubleshooter (<https://troubleshooter.interactio.io/>) and send a screenshot of results to Conference@oncallinterpreters.com and sprep_it@sprep.org
- d) have a USB Headset and microphone
- e) use Google Chrome, no additional software is required

The Secretariat kindly reminds Members and Partners who are yet to submit nominations (form reattached) to please do so as early as possible. This will assist in organising logistics and arrangements of virtual connections for registered participants for the 30th SPREP Meeting including the test run.

The meeting documents are available on the SPREP website <https://www.sprep.org/30th-sprep-meeting-2021> for your information.

Please contact the Secretariat if you have any queries on the 30SM and associated meetings.

I thank you for your continued assistance and cooperation.

Yours sincerely,

Kosi Latu
Director General