



CIRCULAR

FILE: SPM 26/2
DATE: 6 August 2021
CIRCULAR: 21/87

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

Subject: Logistical arrangements for the 30th SPREP Meeting and associated meetings

Dear Members and SPREP Partners,

Further to circular 21/76 of 23 July 2021, please find below further updates and additional information for the 30 SPREP Meeting and associated meetings:

1. An Information Note and Virtual Meeting Guide is attached outlining important information for the upcoming 30SM and associated meeting.
2. To ensure a smooth virtual meeting, the Secretariat is organising virtual test runs of the meeting platform for all registered participants on the **17th & 18th August** between **12.00pm and 2.30pm Samoa local time**. This will be conducted by SPREP IT team and OnCall Company. The link for the virtual test will be sent to the registered participants closer to the dates indicated. 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
3. The Secretariat kindly reminds Members and Partners who are yet to submit nominations (form reattached) to please do so **no later than 13th August**. This will assist in organising logistics and arrangements for the 30SPREP Meeting and associated meetings including the test run of the virtual meeting platform on the 17th & 18th August.
4. Please note that meeting documents are available on the SPREP website <https://www.sprep.org/30th-sprep-meeting-2021>

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