

## Conservation Services Programme Online Stakeholder Meeting Guidelines

These will be conducted via Skype for Business/ Zoom and meeting links will be distributed to stakeholders via the [CSP mailing list](#) and the [CSP meetings webpage](#).

### Report guidelines

- Draft reports are to be emailed to [csp@doc.govt.nz](mailto:csp@doc.govt.nz) 10-14 days in advance of the scheduled stakeholder meeting. These are made available to stakeholders, along with presentations, on the CSP meetings webpage.

### Presentation guidelines

- Presentations must have numbered slides.
- Figures must be labelled.
- Presentations may need to be revised as requested by the Chair, prior to the meeting, following review by the Chair.
- Clearly label presentations if updated versions are provided.
- If feedback from stakeholders is required, this must be specified on a slide to aid in developing the meeting minutes.
- Presentations are to be emailed to [csp@doc.govt.nz](mailto:csp@doc.govt.nz) one week in advance of the scheduled stakeholder meeting. These are made available to stakeholders on the [CSP meetings webpage](#).
- The advance copy should be in PDF format. If the original file is large (>10 MB) a compressed version must be provided.

### Meeting guidelines

- Online attendees must make the chair aware of who is present online, attendance is recorded in the minutes.
- Attendees shall remain on mute unless given the floor by the chair, one attendee at a time.
- The presentations will be shared via the 'share my desktop' option in Skype though these can be viewed prior to the meeting via the CSP meetings webpage.
- Chair will give 'presenter rights' on skype to presenters for their presentation.
- A 45-minute slot will be made available, presentations should aim not to exceed 30 minutes, to allow at least 15 minutes of discussion.
- The chair will direct when questions may be asked, usually at the end of the presentation.
- If attendees have a question, please type the question referencing the topic or slide in the written comments (IM or "chat" at the bottom left of the Skype for Business window).
- Note that the chair is able to mute attendees if there is any issue with background noise or feedback.
- Attendees will be presumed to agree to the [Terms of Reference](#) for the meeting unless they specifically state otherwise and this will be recorded in the notes. Chairs reserve the right to exclude any who do not agree to the Terms of Reference.
- Please be patient, meetings may take a little longer than normal and there will very likely be connection issues at times.
- Minutes of the meeting are placed on the CSP meetings webpage shortly afterwards.
- Additional comments on draft reports and presentations are accepted for two weeks following the stakeholder meeting and can be emailed to [csp@doc.govt.nz](mailto:csp@doc.govt.nz).