



PAB030 Voting Instructions

In person voting

Before the meeting:

- Each clicker is labeled with your organisation's acronym, which will appear on the voting grid in alphabetical order.
- The list of voting members is based on confirmations received by the IPHC Secretariat prior to the meeting and recorded [here](#). **Please allow up to 20 minutes for any additional edits to take effect.** Edits can be sent to PAB_support@iphc.int.

When voting:

- Click the button with your corresponding vote.
- The organisation's name on the room screen turns blue when a vote has been recorded.
- You can change your vote while the vote is open.
- The displayed letter or number on your clicker screen indicates your vote:
 - **1A = Yes**
 - **2B = No**
 - **3C = Abstain**
- Before the Chair closes the vote, verify the letter or number on your clicker screen matches your intended vote.



***Voting clickers must remain in the meeting room at all times.**

Online voting

Before the meeting:

- If you requested online voting before the meeting, you should have received login information and instructions via email.

Before voting:

- Ensure your login information is entered exactly as it was provided. Make sure to include single space after your country code. To avoid errors, we recommend using copy and paste for accuracy. Example:
 - First name: **USA XYZ**
 - Unique ID: **IPHC999**
- When there is no vote open, your screen should look like the below.



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During voting

- When a vote is open, your screen will display voting options. See example below.
- Click the corresponding button at the bottom of your screen to cast your vote.



Troubleshooting

- When the voting grid is displayed, your organisation's name should appear with a blue bar next to it (see below). If your name appears with a red bar, refresh your browser.

CAN: FAS

- If the issue persists, contact PAB_support@iphc.int and we will assist with troubleshooting.

After the vote

Please be patient while the IPHC Secretariat staff validates the results, which may take up to one minute. A report with the split totals for Canada and the USA will then be displayed.

Need to switch to online voting?

If you need to switch from in-person to online voting, please **request online setup by writing to PAB_support@iphc.int**. *Note: switching to online voting will deactivate your organisation's clicker*, and you will no longer be able to vote in-person. Allow up to 20 minutes for the switch. Plan accordingly.



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Sharing Documents

If you have documents to share during the meeting, send them to PAB_Support@iphc.int