

Protocol for the 16th Meeting of the AEWA Technical Committee

Virtual Conference Format



In order to facilitate the smooth and uninterrupted flow of the 16th Meeting of the AEWA Technical Committee to be held virtually from 25-29 January 2021, the UNEP/AEWA Secretariat has compiled the following set of guidelines for meeting participants:

1 Before the Meeting



Choose a location with good lighting and clear background.



Choose a quiet environment for the call, any background noises or other distractions may interfere with the meeting.



Make sure you have a stable internet connection, well-functioning web camera and headset by testing them before the meeting.



The conference call will be hosted using the GoToMeeting online conferencing platform. Although no preliminary download is necessary as the participants can join through their browsers using the meeting link, downloading the application on your computer is free and will provide access to additional features. The Secretariat therefore urges all participants to download and install in advance the GoToMeeting application on their devices using the following link: <https://www.gotomeeting.com/features/mac-windows-linux>. Additional guidance on the use of GoToMeeting is provided in the GoToMeeting User Guide ([Doc AEWA/TC Inf. 16.6](#)) on the TC16 webpage.



The presenters will be able to share the screen with the meeting participants. Please have your presentation materials ready and open on your computer.

During the Meeting



Please note that each conference call session will be open for participants to join 30 minutes before the start of the session. Access links for every day will be provided by email to registered participants.



Before entering the conference call, every participant will be asked to enter their name. For TC Members, please enter your name using the following format: **First Name Family Name**; for observers, please use the following format: **Country/Organisation_First Name Family Name** (example: *UK_Danny Heptinstall*).



To ask for the floor, please enter your name (for TC members) or country/organisation (for observers) in the chat window. The Chair will then give the floor to you following the speaker queue.



Please refrain from using the chat function for any other purposes than to ask for the floor. Any content posted in the chat, apart from the speaker queue, will not be taken into consideration.



Since there is a limit on the number of cameras connected in GoToMeeting we ask only the TC members and permanent observers to have their cameras switched on at any time. The other observers should have cameras switched on only when they speak. Using a headset is recommended for an improved audio experience.



To avoid background noises that may interfere with the call, please always mute your microphone unless you are speaking.



Please be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone.



In case of any technical issues during the call, please contact Shenay Huseynova (shanay.huseynova@un.org) **and** Thilan Mannan (thilan.mannan@unv.org).



The Secretariat will organise trial sessions for the participants to test the GoToMeeting platform before the meeting. Detailed information on the sessions will be circulated to registered participants via email in the coming weeks.