*AEWA BENGUELA COASTAL SEABIRDS*
*INTERNATIONAL WORKING GROUP*

**1st Meeting of the AEWA Benguela Coastal Seabirds
International Working Group**

3-4 March 2021, online via GoToMeeting

*Doc: BCS IWG Inf. 1.1*
*Date: 25 February 2021*

## Virtual Meeting Etiquette & GoToMeeting User Guidance

*prepared by the UNEP/AEWA Secretariat*

### A. Virtual Meeting Etiquette

#### BEFORE the Meeting

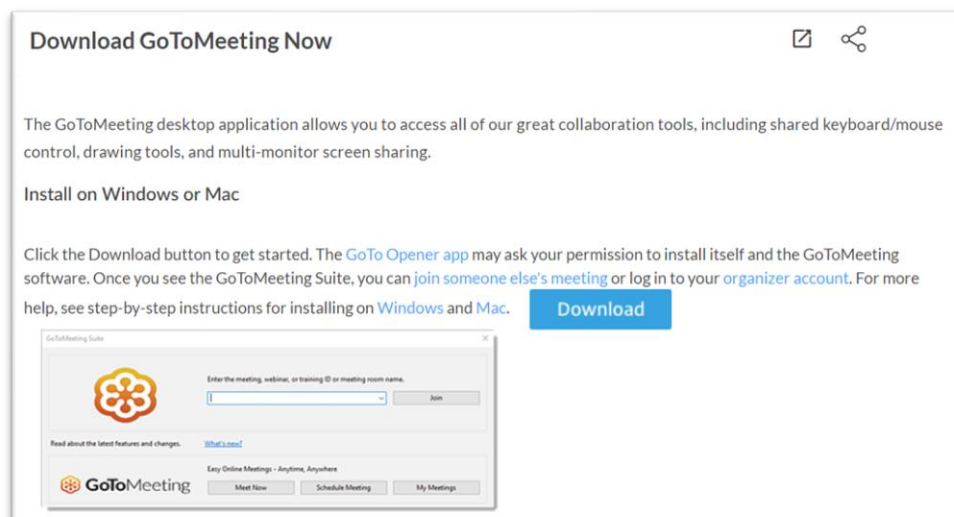| | |
|---|---|
| 💡 | Choose a location with good lighting and a clear background. |
| 🔊 | Choose a quiet environment for the meeting, any background noises or other distractions may interfere with the meeting. |
| 🎧 | Make sure you have a stable **internet connection**, well-functioning **web camera** and **headset** by testing them before the meeting. |
| ⬇ | Please download the GoToMeeting application before the meeting, using the following link: https://www.gotomeeting.com/features/mac-windowslinux |
| 💻 | 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

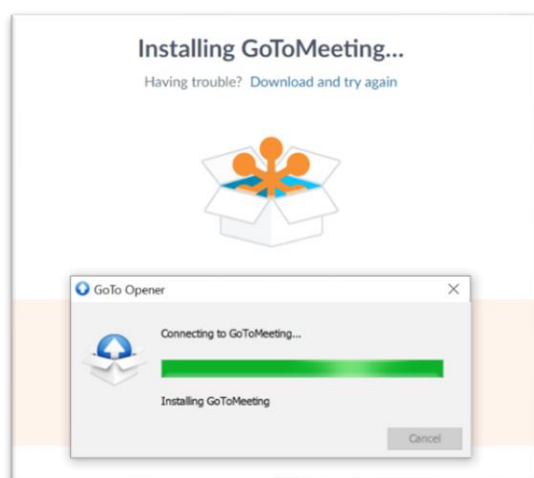| | |
|---|---|
| 🔗 | Please log in to the meeting up to 30 minutes before the official start of the meeting. This way, you can test your sound and webcam once more, and the meeting can start on time. |
| 👤 | When logging in to the meeting, GoToMeeting will ask you to enter your name. Please enter your name using the following format: **First Name Family Name**. |
| 💬 | If you would like to speak, please enter your name in the chat window. The Chair or Moderator will then give the floor to you following the speaker queue. |
| 📷 | If possible, please turn your web camera on for the whole duration of the meeting. Using a headset is recommended for an improved audio experience. |
| !💬 | Please do <u>not</u> use the chat function for any other purposes than to ask for the floor and to ask questions. Questions will be answered in the meeting (not in the chat). |
| ⧗ | 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 meeting, please contact Birgit Drerup (birgit.drerup@un.org) and Thilan Mannan (thilan.mannan@unv.org). |

## B. GoToMeeting User Guidance

This guide has been prepared by the UNEP/AEWA Secretariat for the participants of AEWA virtual meetings and workshops, to facilitate the use of the GoToMeeting online conferencing platform.

1.    If you have not already done so, download the GoToMeeting application for free at: https://support.goto.com/meeting/help/download-now-g2m010002.
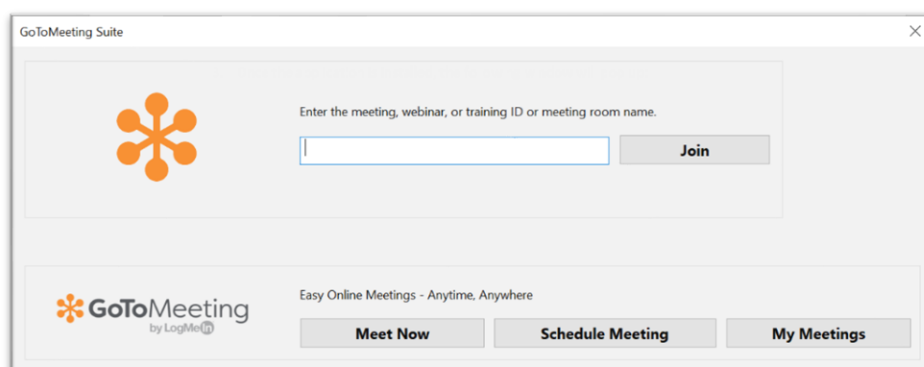


NOTE: you can also join the meeting via your web browser by clicking on the meeting link without downloading the application. However, we **strongly recommend** downloading the GoToMeeting application, in order to ensure a stable connection with the meeting as well as the availability of all the various functions outlined further below.
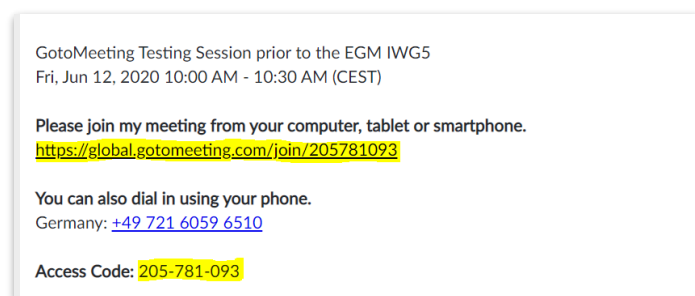
2.    Once the application is downloaded, install it on your device by pressing on the downloaded file to open it.
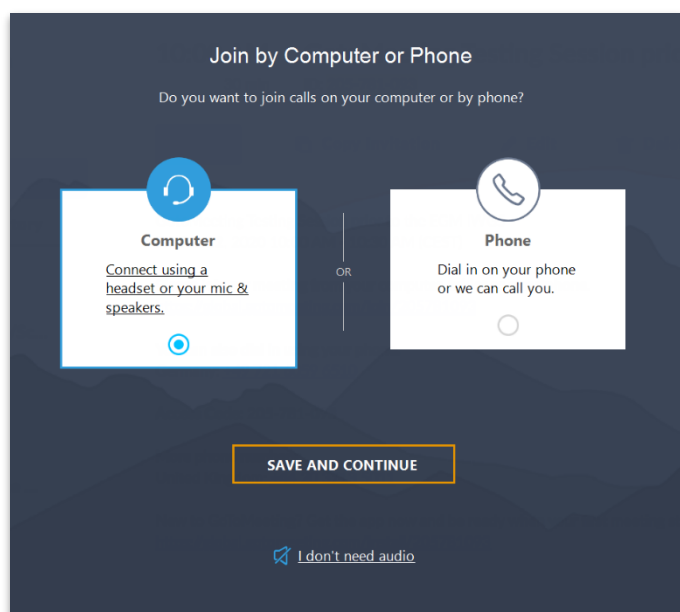


3.    The following window will pop up when the application is installed. The same window appears on your screen every time you open the GoToMeeting application on your device.
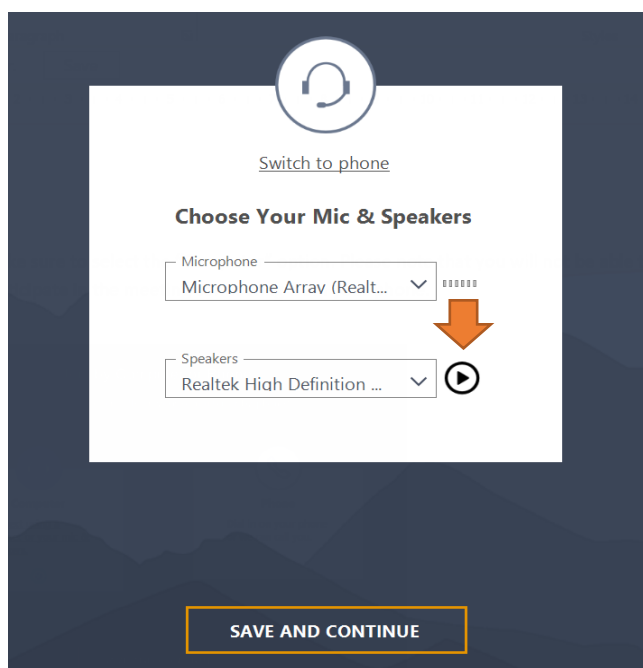
You can join the meeting by entering the access code indicated in the invitation or simply by clicking on the invitation link. Here is an example:
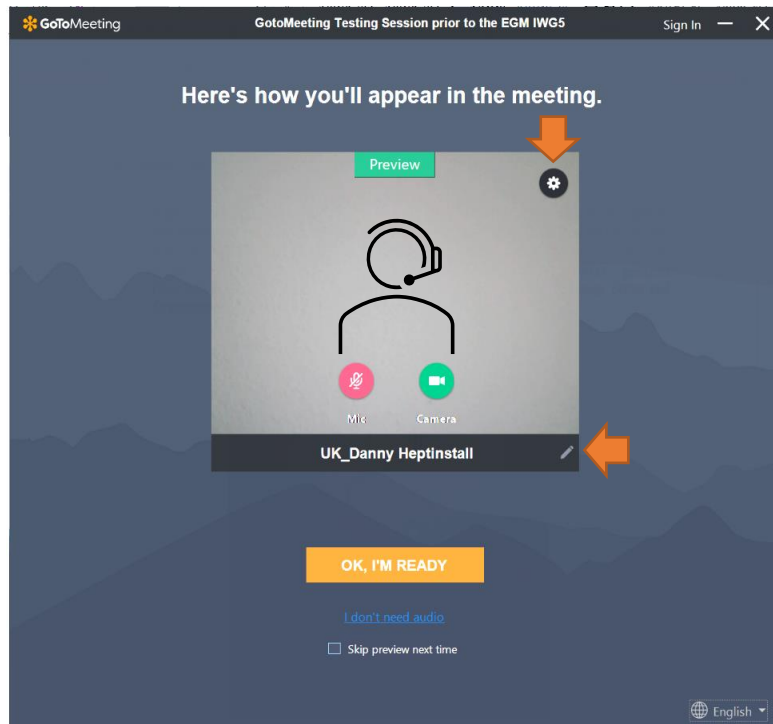


GotoMeeting Testing Session prior to the EGM IWG5
Fri, Jun 12, 2020 10:00 AM - 10:30 AM (CEST)

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/205781093

You can also dial in using your phone.
Germany: +49 721 6059 6510

Access Code: 205-781-093

4.      In the following window which appears next, select the "Computer" option. Please note that you will not be able to participate in the meeting by connecting from your phone.
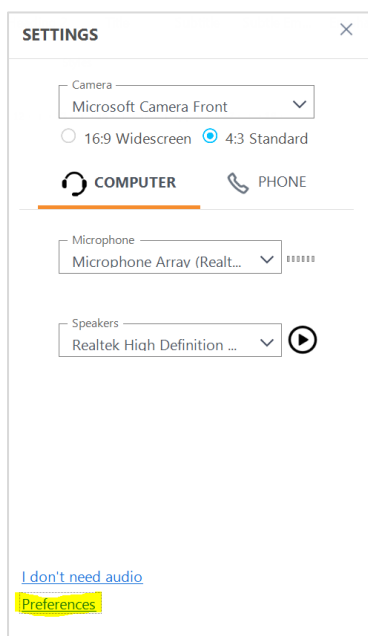


5.      Select the microphone and speakers that you will be using during the meeting from the drop-down lists. You can also test your speakers by pressing the button next to the drop-down menu.
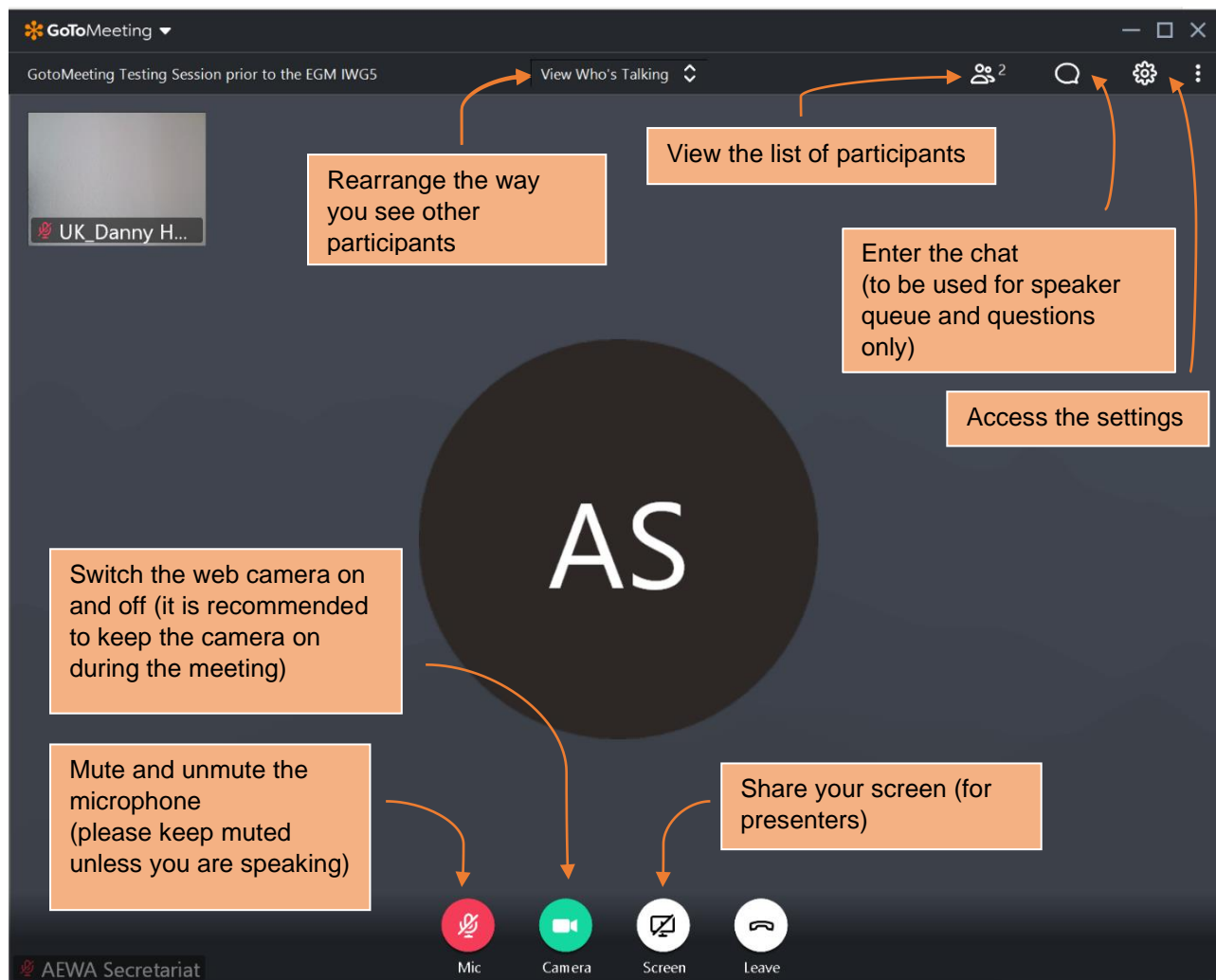
6.      A preview from your web camera will appear next. You can adjust your **camera, microphone and speaker settings** by pressing the settings icon on the upper right corner. You can also modify how your name appears in the meeting if you click on the pencil sign below your preview. Please do so by inserting and saving your **First Name** and then your **Family Name**.
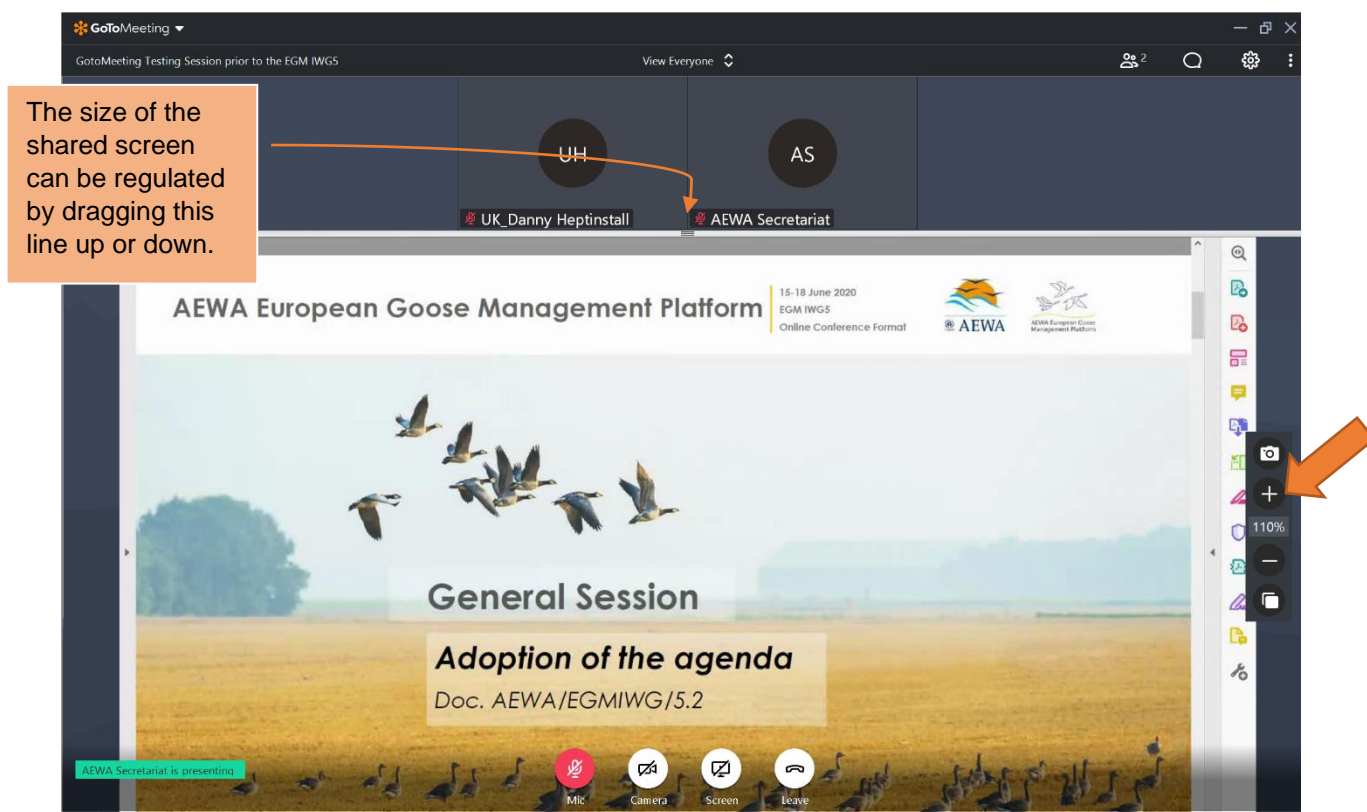


In the pop-up that appears when you click on the settings icon, you can also use the "Preferences" section below for more advanced settings:

7.      You will join the call now. Please see the image below for information on the screen icons:

8.      You can zoom in and out on the shared presentation slides if you join the meeting using the downloaded GoToMeeting desktop application:



9.      To contact other participants privately (i.e. your chat is not visible to others), right-click on the participant's name in the people pane, then choose "Send Chat Message". This option is only available if you have joined the meeting via the desktop application.