20th MEETING OF THE STANDING COMMITTEE

03 March 2022, Virtual conference format

Fact sheet

GoToMeeting User Guide for Meeting Participants

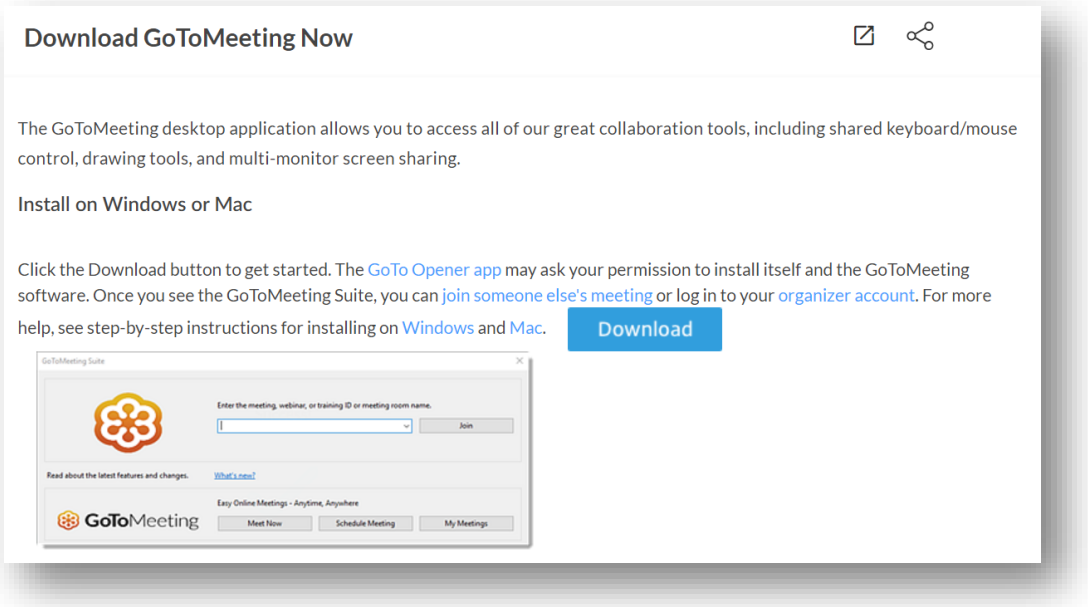
prepared by the UNEP/AEWA Secretariat

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.

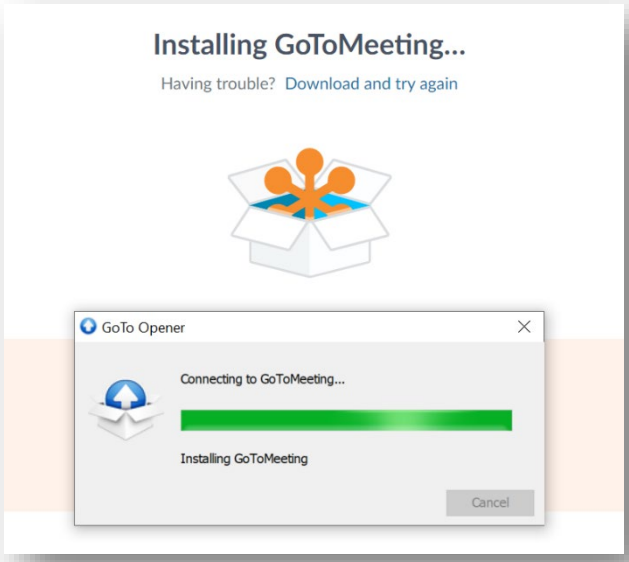
1. If you have not already done so, use the following link to download the GoToMeeting application (available for free): https://support.goto.com/meeting/help/download-now-g2m010002.

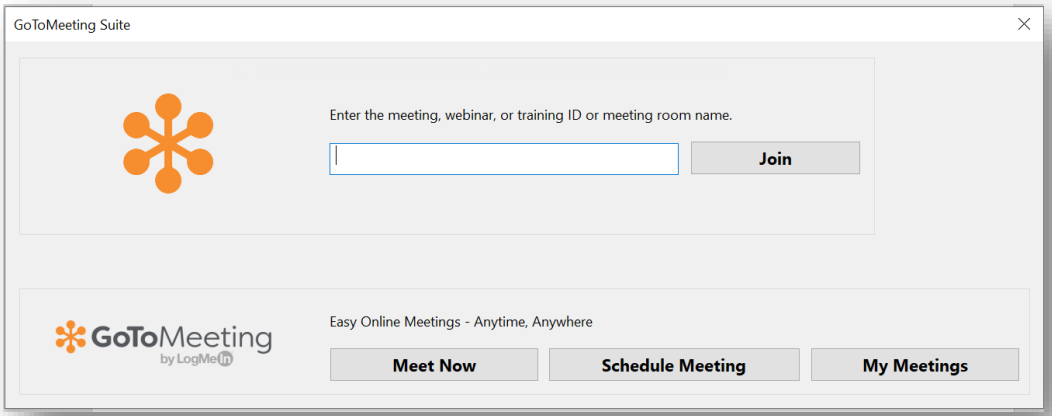
NOTE: you can also join the meeting via your web browser by clicking on the meeting link without downloading the application. However, we strongly recommend downloading the GoToMeeting application, in order to ensure a stable connection with the meeting as well as the availability of all the various 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:





20th Meeting of the AEWA Standing Committee (StC20)
Wed, Mar 2, 2022 9:00 AM - 5:00 PM (CET)

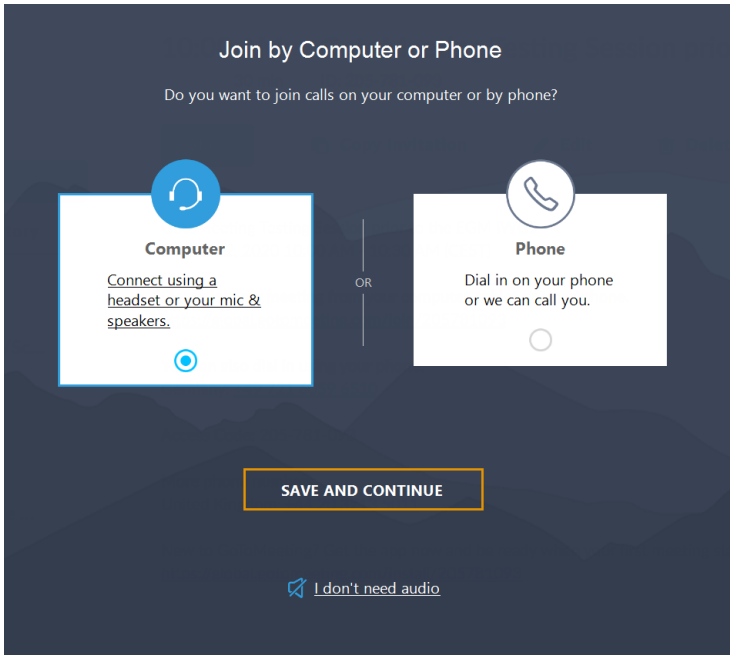
Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/413635037

You can also dial in using your phone.
Germany: +49 892 0194 301

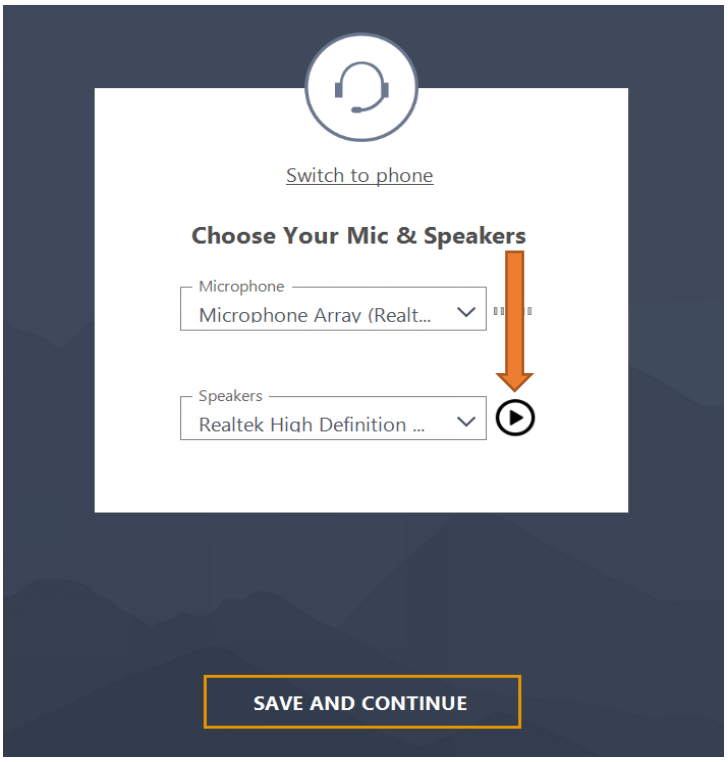
Access Code: 413-635-037

More phone numbers:
United Kingdom: +44 808 178 0872

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.

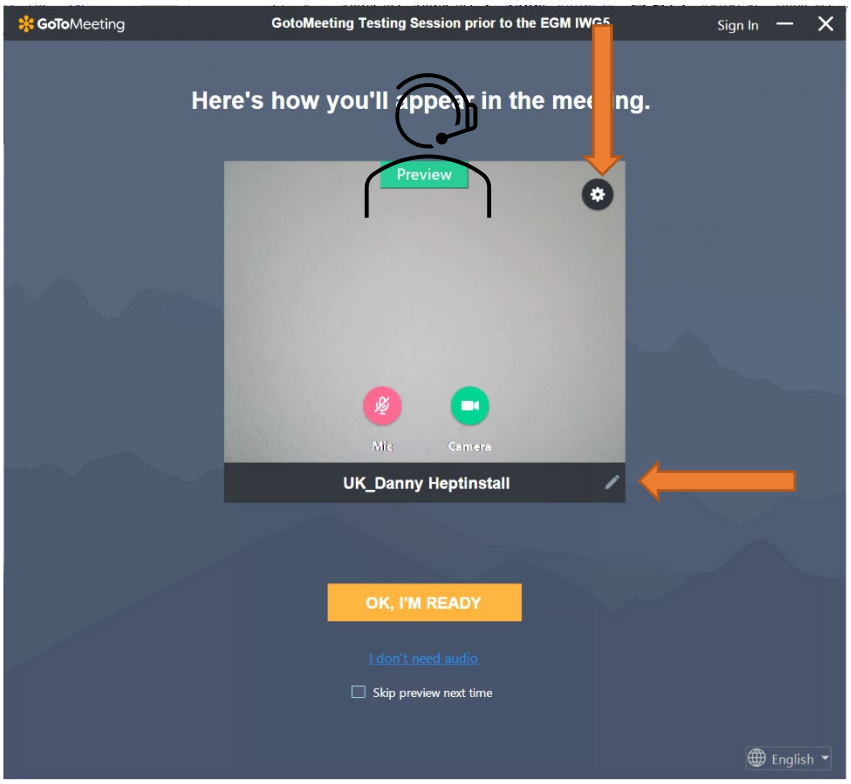


5. Select the microphone and speakers that you will be using during the meeting from the drop-down lists. You can also test your speakers by pressing the button next to the drop-down menu.

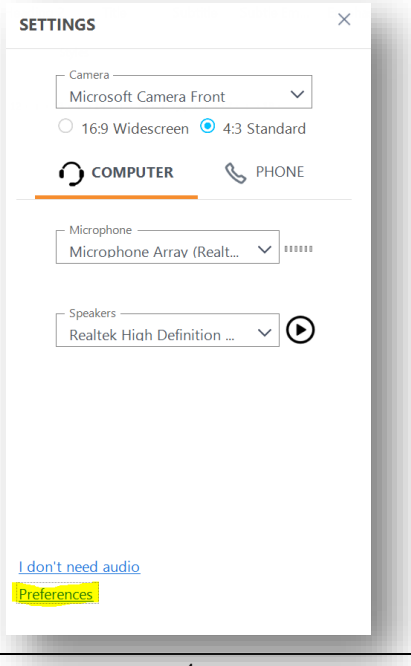


6. A preview from your web camera will appear next. You can adjust your camera, microphone and speaker settings by pressing the settings icon on the upper right corner. You can also modify how your name appears in the meeting if you click on the pencil sign below your preview. For the purpose of the StC19 meeting please do so by inserting and saving country or the name of your organization:

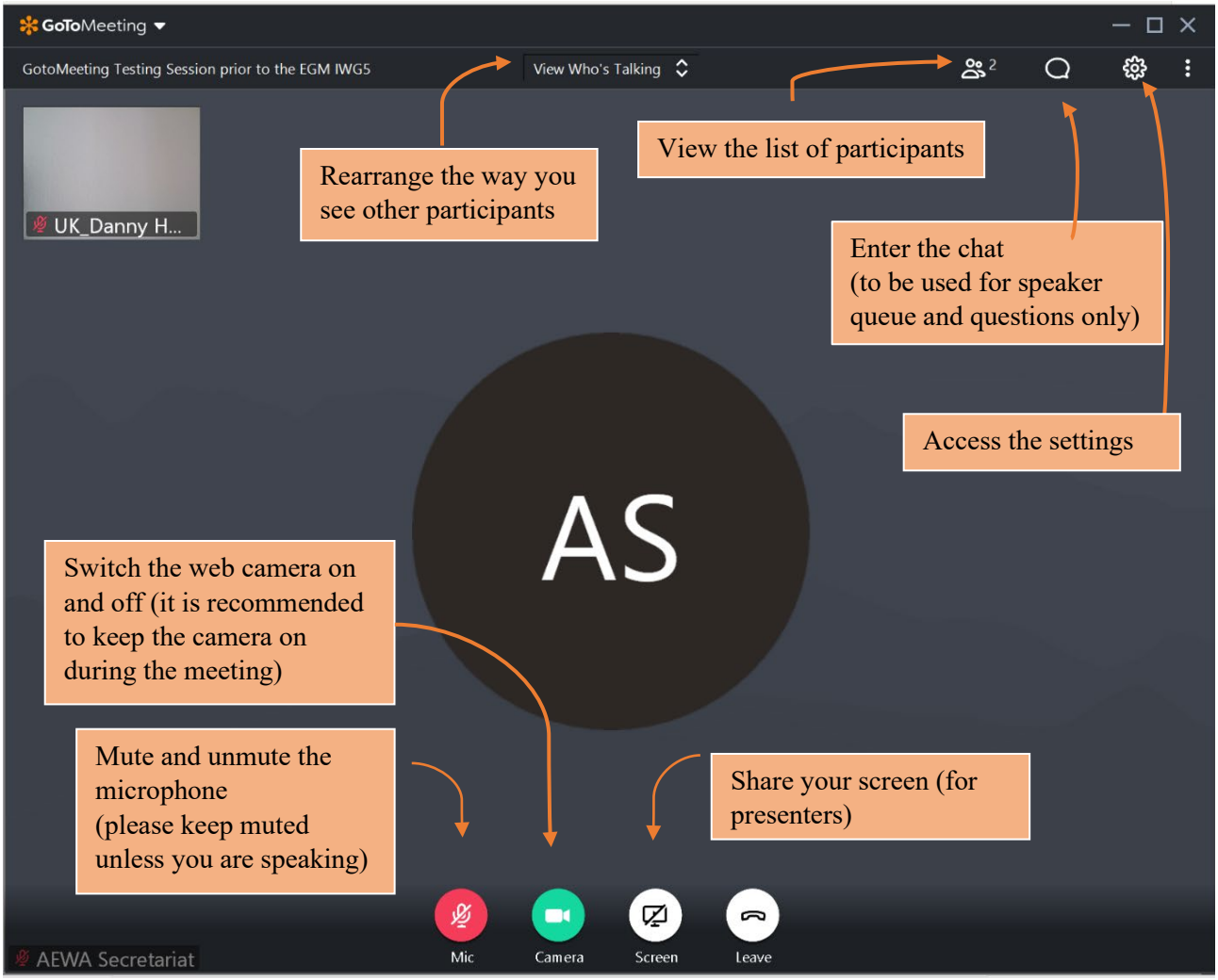
   - **Country code** (for AEWA Parties) and ***First Name and Family Name***
     - **(i.e. UK_Danny Heptinstall)**
   - **Organization** (abbreviation) and **First Name and Family Name**
     - **(i.e AEWA_ Secr. _JacquesTrouvilliez)**



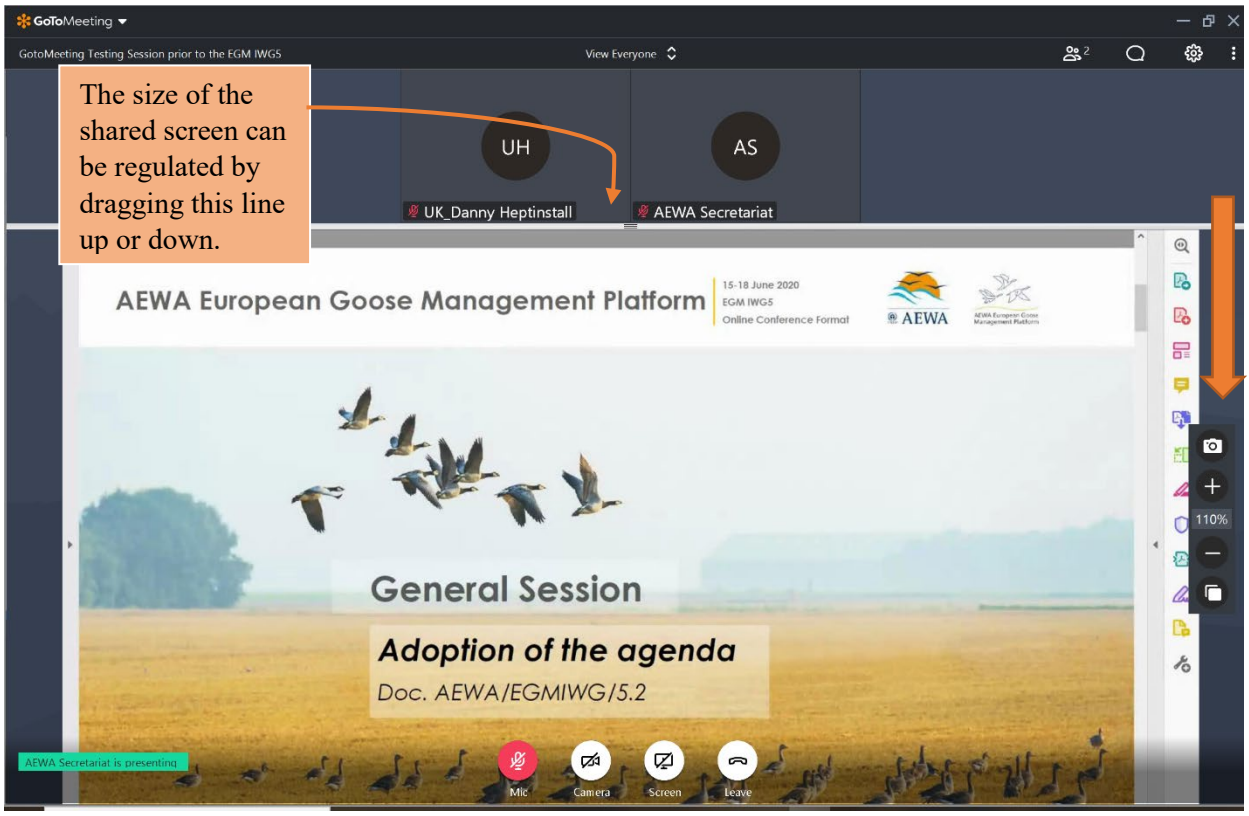
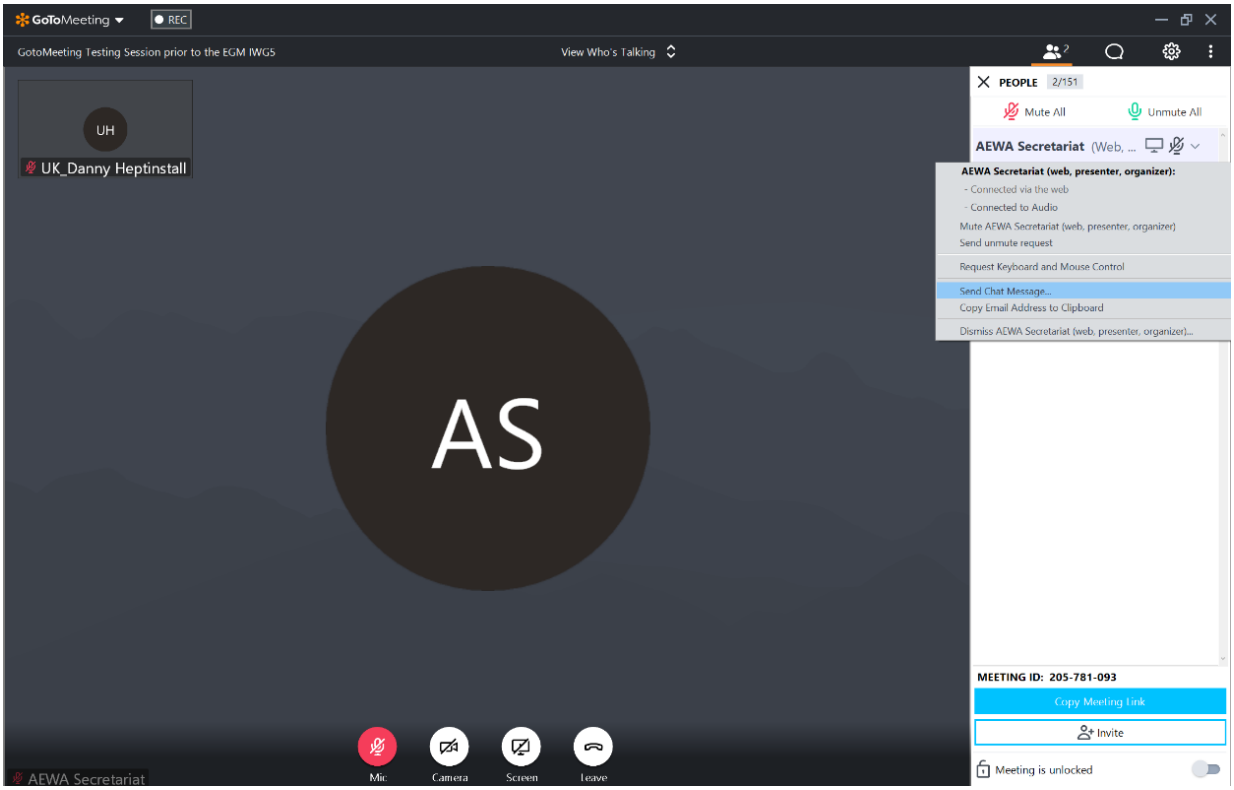
In the pop-up that appears when you click on the settings icon, you can also use the "Preferences" section below for more advanced settings:



7. You will enter the call as the next step. Please see the image below for information on the screen icons:



8. You will have an opportunity to zoom in and out on the shared presentation slides if you are joining the conference call using the downloaded GoToMeeting application:



9. If you would like to contact someone from the conference call privately, this option is also available when using the downloaded application. Choose the "Send Chat Message" option after right-clicking on the name of the person in the list of participants.