

# Protocol for the 19<sup>th</sup> Meeting of the AEWA Technical Committee

## Virtual Conference Format



In order to facilitate the smooth and uninterrupted flow of the 19<sup>th</sup> Meeting of the AEWA Technical Committee to be held online from 12-14 March 2024, 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 your devices before the meeting.



The conference call will be hosted using the Zoom online conferencing platform. Although no preliminary download is necessary as participants can join through their browsers using the meeting link, downloading the application on your computer is free. The Secretariat therefore recommends that all participants download and install the Zoom application on their devices in advance of the meeting using the following link: <https://zoom.us/download>.



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

## 2

### 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: *BirdLife\_Nicola Crockford*).



To ask for the floor, please press the “Raise hand” button on your Zoom screen. The Chair will then give the floor to you following the speaker queue.



Please refrain from using the chat function for posting comments or statements; instead, ask for the floor. Any content posted in the chat will not be taken into consideration.



To ensure a stable connection, we ask only the TC members and permanent observers to switch on their cameras during the whole duration of the meeting. All other participants should switch on their cameras only when speaking. 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.



In case of any technical issues during the call, please contact Jeannine Dicken ([jeannine.dicken@un.org](mailto:jeannine.dicken@un.org)) **and** Thilan Mannan ([thilan.mannan@unv.org](mailto:thilan.mannan@unv.org)).