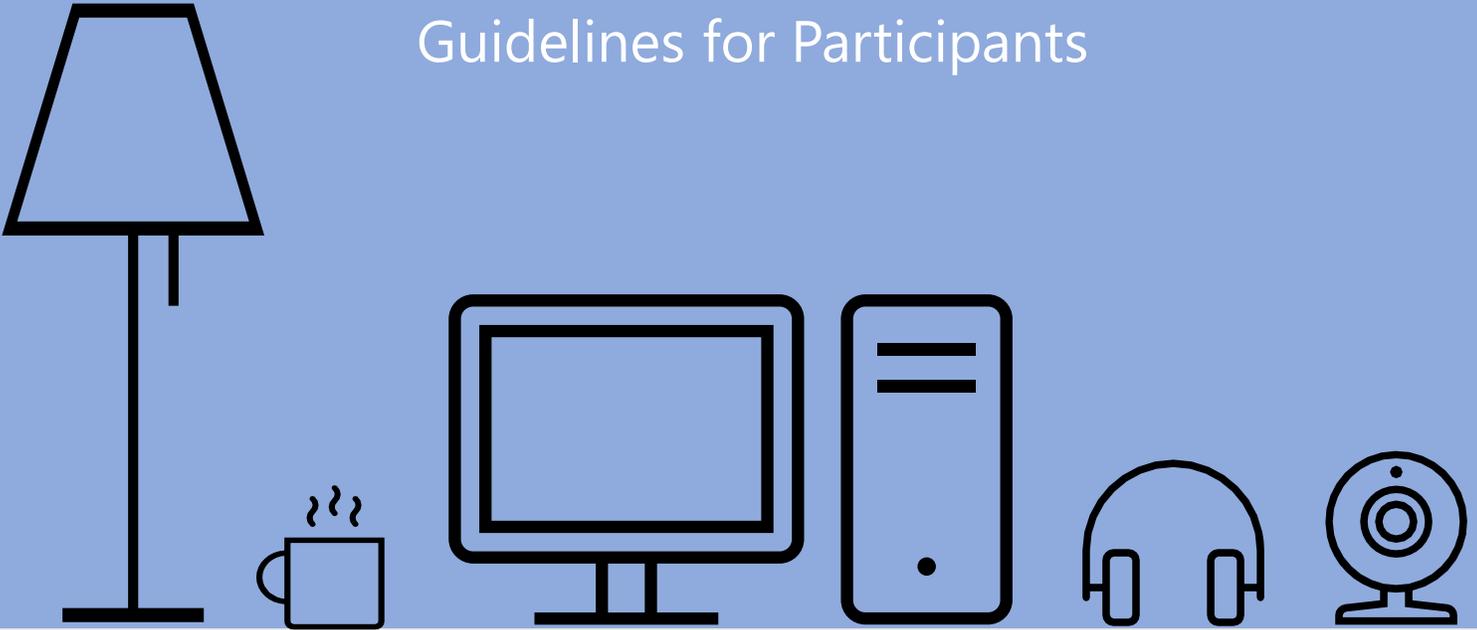# Online Meeting Format

Guidelines for Participants

In order to facilitate the smooth and uninterrupted flow of the 2nd Regional Meeting of the Eastern European Breeding Range States under the AEWA Black-tailed Godwit International Working Group to be held online on 25 August 2020, 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 a 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 available on the AEWA website.

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

2 During the Meeting

Please note that the conference call session will be open for participants to join 45 minutes before the start of the meeting. The Secretariat will be available during this time for you to log in, test that your sound and video is working etc.

Before entering the conference call, every participant will be asked to enter their name. Please enter your name using the following format: *First Name Family Name.*

To ask for the floor, please enter your name in the chat window. The Chair or Moderator will then give the floor to you following the speaker queue.

For better engagement, all participants are asked to turn their web cameras on, if possible, for the whole duration of the meeting. 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 do not use the chat function for any other purposes than to ask for the floor and to ask questions. Questions will be responded to in the meeting, not in the chat. Side discussions in the chat will be discouraged by the Chair or Moderator.

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 Nina Mikander (nina.mikander@unep-aewa.org) **and** Thilan Mannan (thilan.mannan@unv.org).