

16th MEETING OF THE STANDING COMMITTEE
4 – 6 May 2021, Virtual conference format

Fact sheet

GoToMeeting User Guide for Meeting Participants

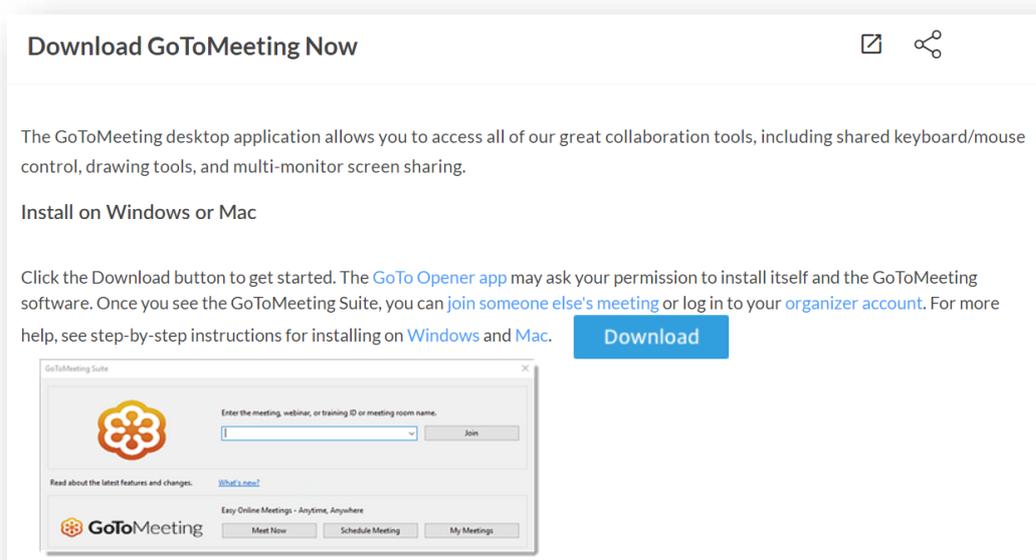
prepared by the UNEP/AEWA Secretariat

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>.

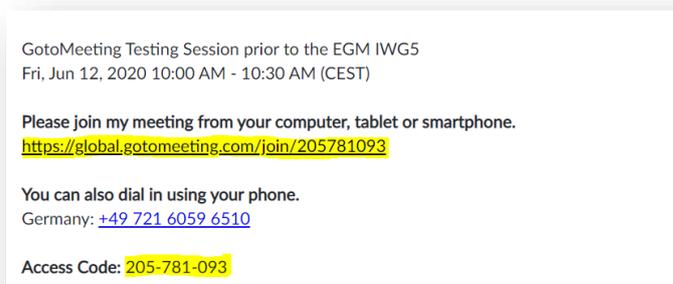
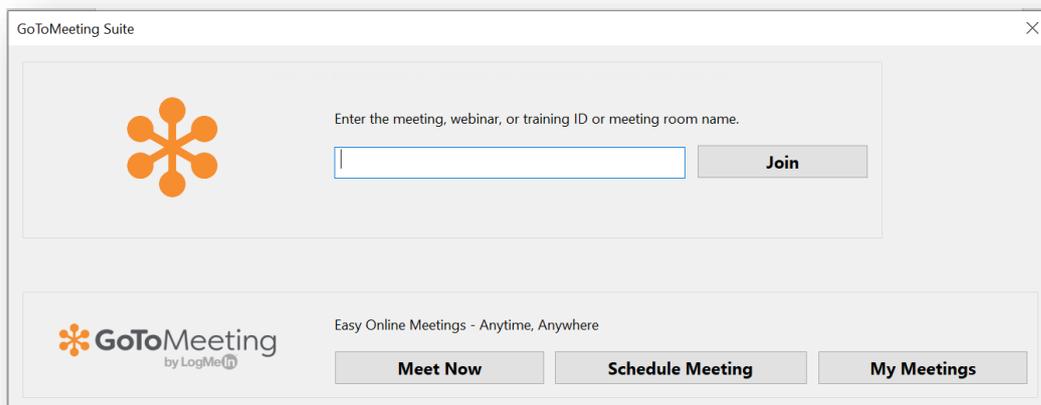
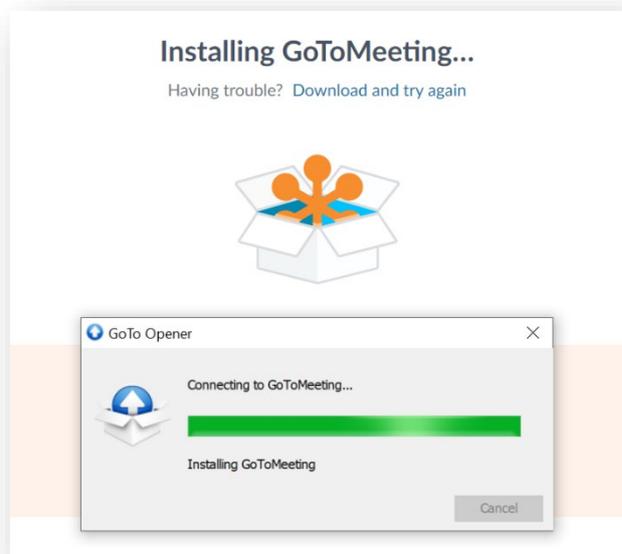
NOTE: you can also join the meeting via your web browser by clicking on the meeting link without downloading the application. However, we strongly recommend downloading the GoToMeeting application, in order to ensure a stable connection with the meeting as well as the availability of all the various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

2. Once the application is downloaded, install it on your device by pressing on the downloaded file to open it.

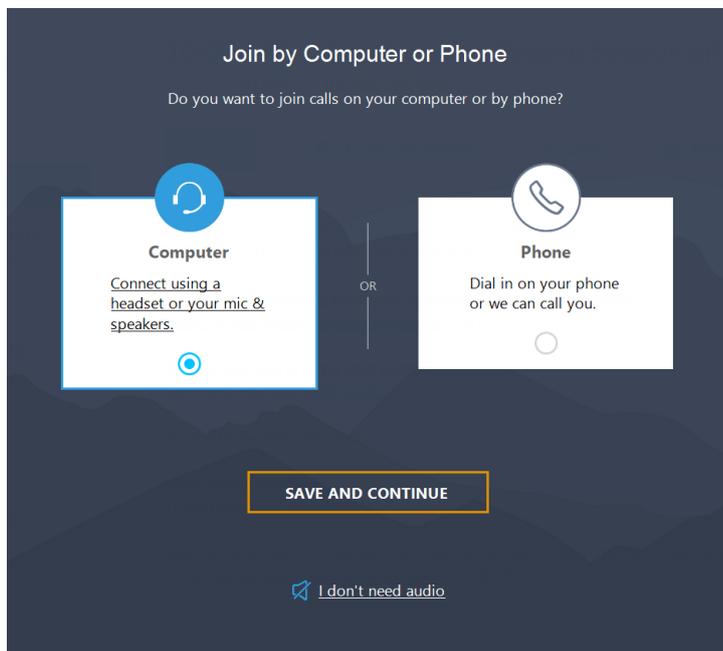


The screenshot shows the 'Download GoToMeeting Now' page. It includes a 'Download' button and a preview of the GoToMeeting Suite application window. The application window has a search bar for meeting names and buttons for 'Meet Now', 'Schedule Meeting', and 'My Meetings'.

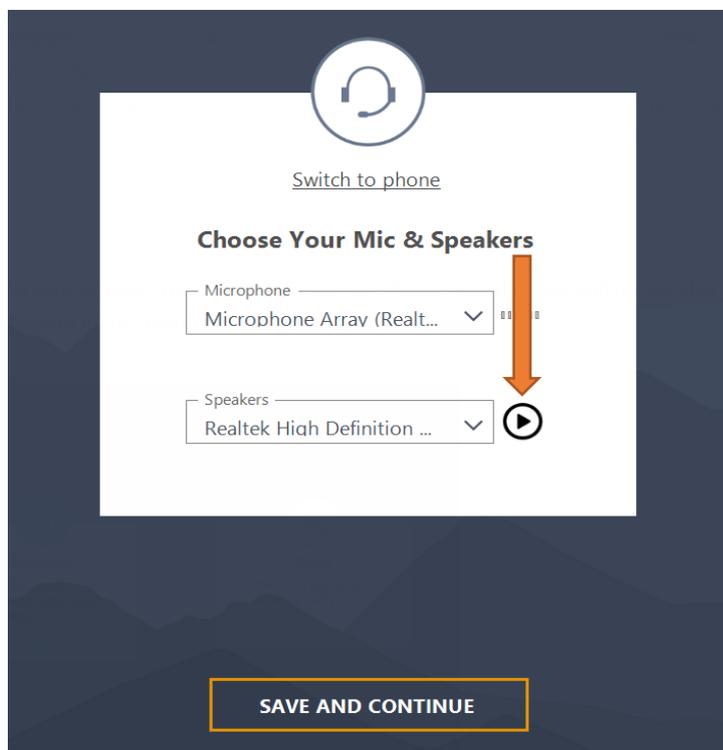
3. The following window will pop up when the application is installed. The same window appears on your screen every time you open the GoToMeeting application on your device. You can join the meeting by entering the access code indicated in the invitation or simply by clicking on the invitation link.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



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.

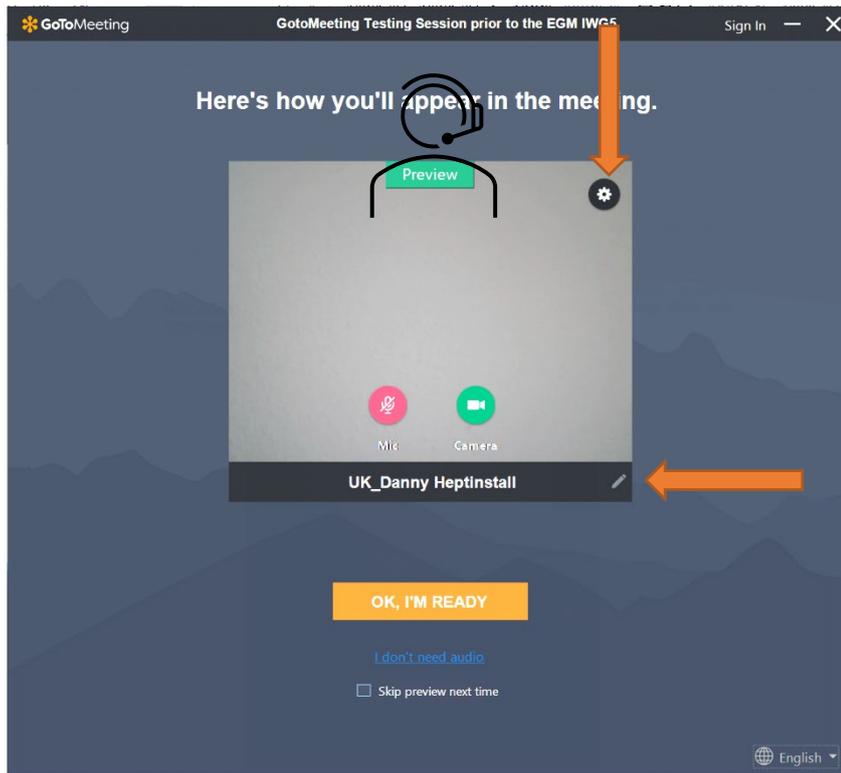


5. Select the microphone and speakers that you will be using during the meeting from the drop-down lists. You can also test your speakers by pressing the button next to the drop-down menu.

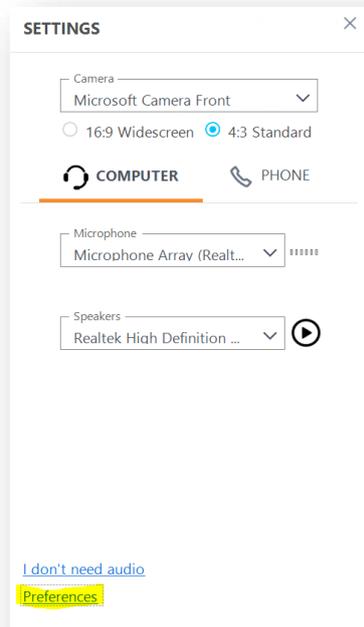


6. A preview from your web camera will appear next. You can adjust your camera, microphone and speaker settings by pressing the settings icon on the upper right corner. You can also modify how your name appears in the meeting if you click on the pencil sign below your preview. For the purpose of the StC16 meeting please do so by inserting and saving country or the name of your organization:

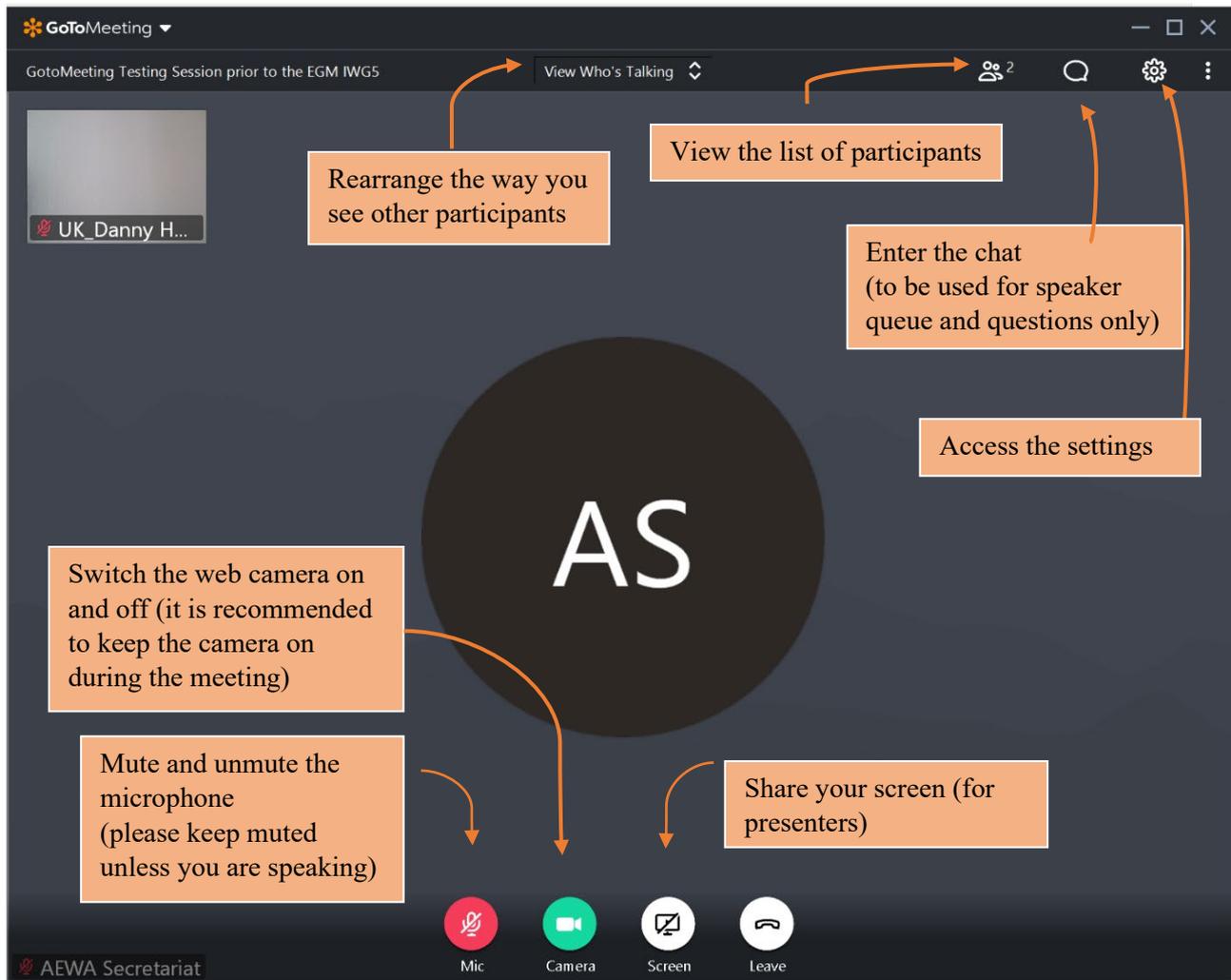
- **Country code** (for AEWA Parties) and **First Name and Family Name**
 - (i.e. UK_Danny Heptinstall)
- **Organization** (abbreviation) and **First Name and Family Name**
 - (i.e. AEWA_Secr. _JacquesTrouvilliez)



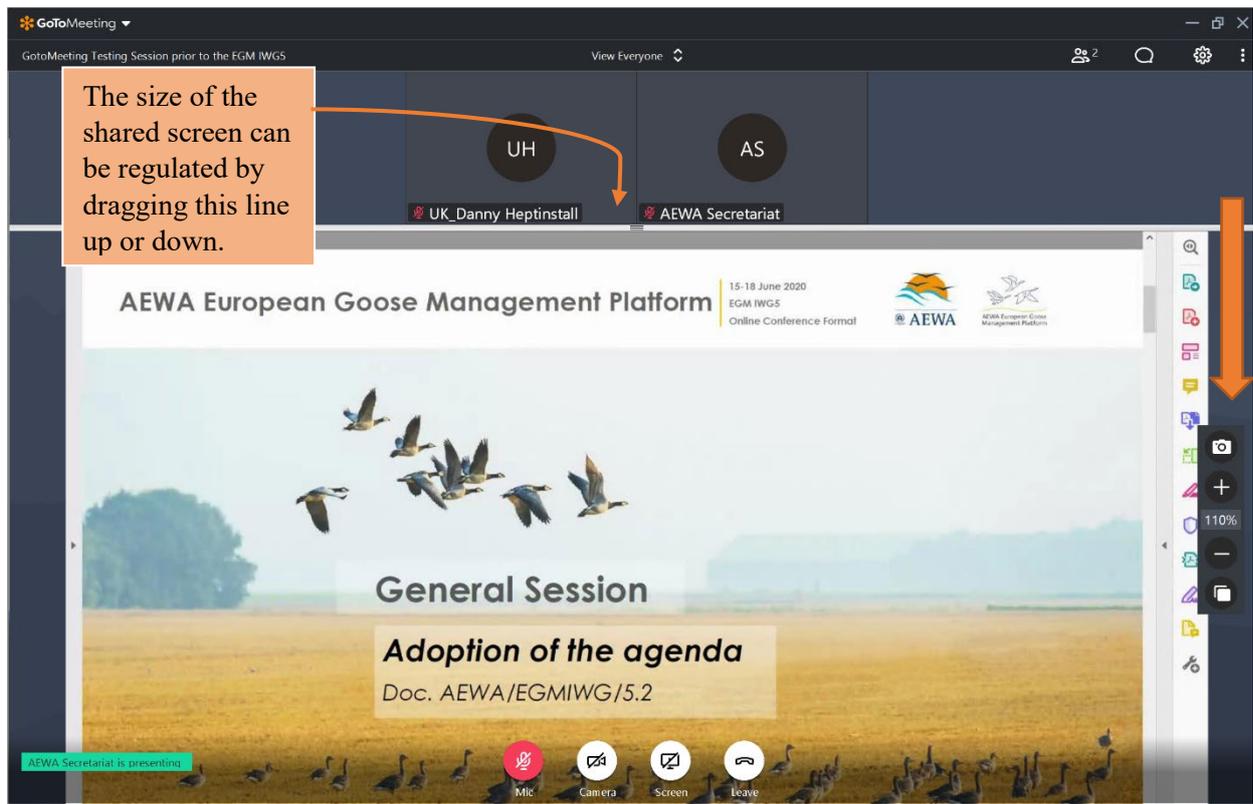
In the pop-up that appears when you click on the settings icon, you can also use the “Preferences” section below for more advanced settings:



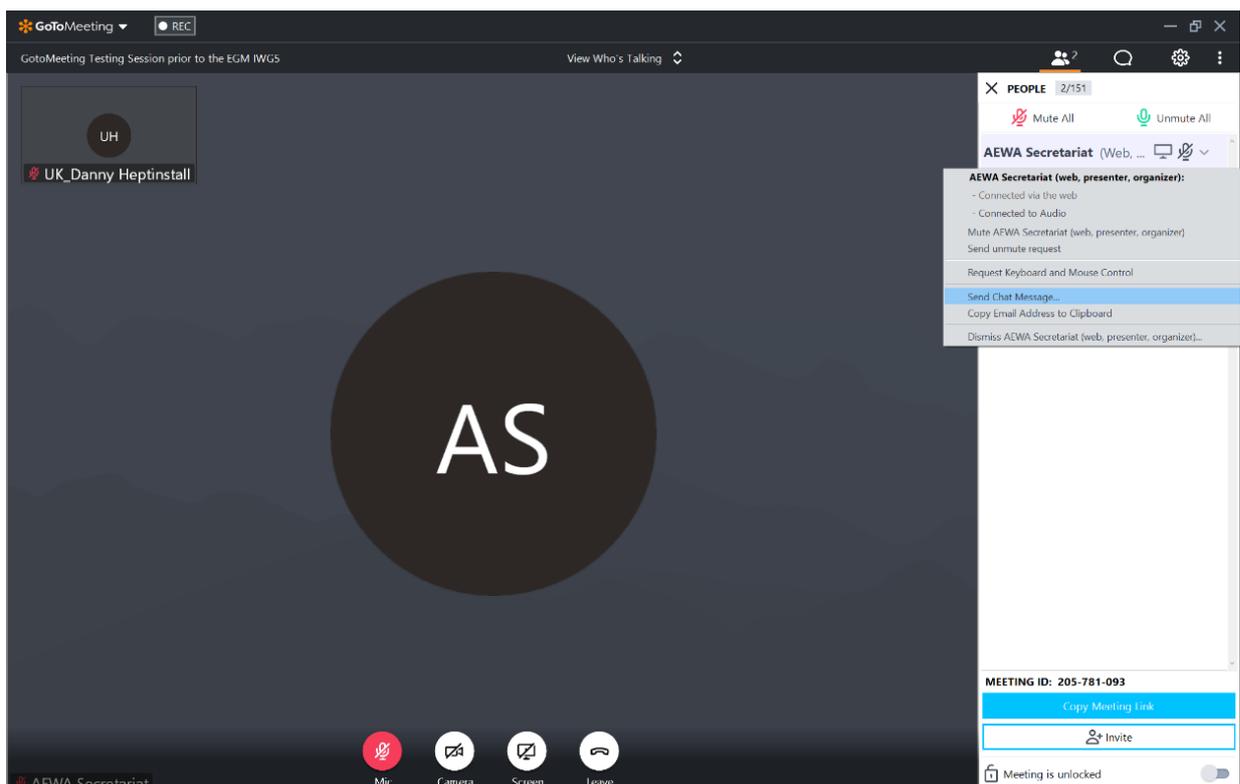
7. You will enter the call as the next step. Please see the image below for information on the screen icons:



- 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:



- 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.



Protocol for the 16th Meeting of the AEWA Standing Committee

Virtual Conference Format



In order to facilitate the smooth and uninterrupted flow of the 16th Meeting of the AEWA Standing Committee to be held virtually from 04-06 May 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 GoTo-Meeting 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 GoTo-Meeting 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/StC Inf. 16.7) on the StC16 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 the **elected StC 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 **StC 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 GoTo-Meeting we ask only the StC members and the Members of the contracting Parties 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 *Marie-Therese Kaemper* (marie-therese.kaemper@un.org) **and** *Thilan Mannan* (thilan.mannan@unv.org).



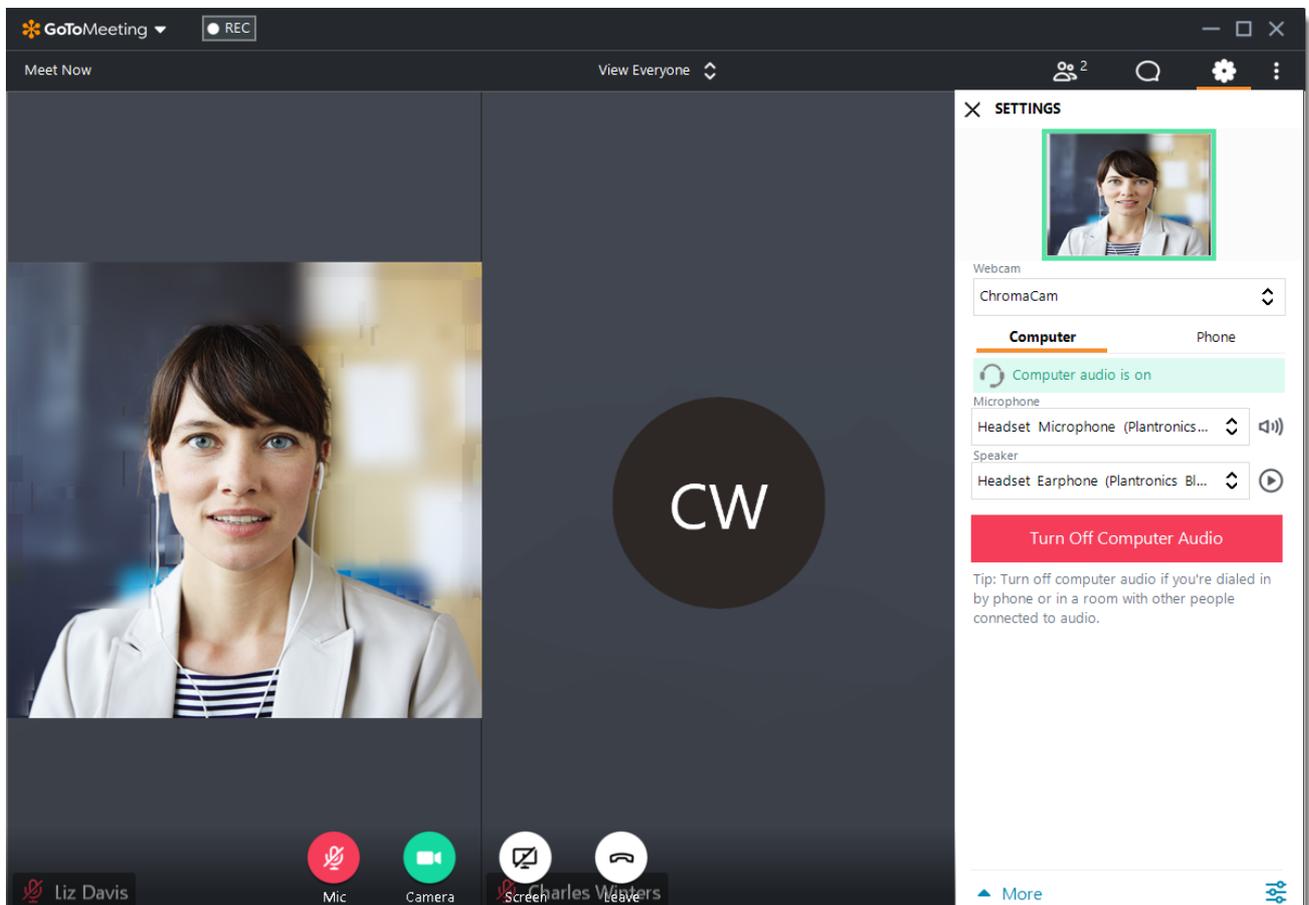
The Secretariat will organise a trial session for the participants to test the GoToMeeting platform the day before the meeting. Detailed information on this session will be circulated to registered participants via email soon.

How do I change my webcam background?

You can customize, replace, or blur your webcam background during meetings with a third-party service, [ChromaCam](https://www.chromacam.me/) (<https://www.chromacam.me/>)! If you have a paid GoToMeeting account, you can use your credentials to download and access ChromaCam Pro for free.

If you are an attendee joining someone else's meeting (i.e., you do not have your own GoToMeeting account), you can [download ChromaCam Lite](https://www.chromacam.me/download/) (<https://www.chromacam.me/download/>) for free.

- [Hardware recommendations](#)
- [Download ChromaCam Pro](#)
- [Use ChromaCam during a session](#)
- [What if my computer starts to lag?](#)



Hardware recommendations

Hardware	Requirement
OS	Windows 7-10 or macOS Mojave (10.14) or newer
Processor	Intel 6th gen i5 quad-core or higher processor running at 3.3GHz or higher
GPU	OpenCL 1.2
Memory	4GB + RAM
Webcam	Any RGB webcam (e.g., embedded computer webcam)

Download ChromaCam Pro

Your GoToMeeting account comes with ChromaCam Pro. If you do not see the "Custom background" setting, your admin may have disabled the feature. Please reach out to your account admin to enable it.

Note: You need admin rights to install ChromaCam. If you cannot install ChromaCam, please contact your IT admin.

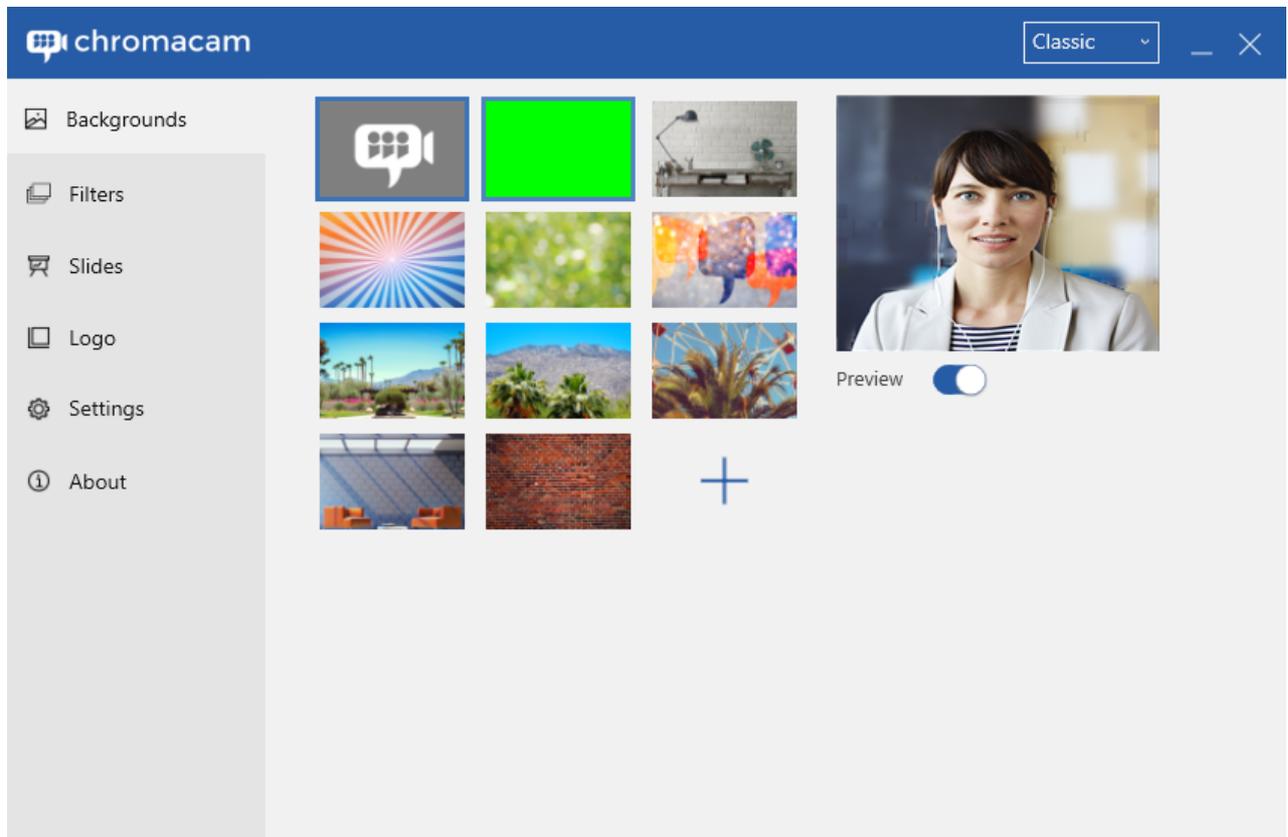
1. Log in to your account at <https://global.gotomeeting.com> (<https://global.gotomeeting.com>).
2. Click the Settings icon in the left menu.
3. Scroll and open **Custom Background**, and click **Download ChromaCam**.
4. Go through the installation flow.
5. To access ChromaCam Pro, sign in using your GoToMeeting credentials and **Allow LogMeIn** to connect to ChromaCam.
6. The next time you join or host a meeting, ChromaCam will be available as a webcam device.

Use ChromaCam during a meeting

We recommend [testing your webcam](#) before the meeting to choose your preferred background or filter.

1. Start or [join](#) a meeting.
2. Click the Settings icon In the top menu.
3. In the Webcam drop-down menu, click **ChromaCam**.
4. Your webcam background will automatically blur.

Note: Ychange the blur level in the settings, choose other filters or upload your own customized background



5. Click the Camera icon in GoToMeeting to begin sharing.

What if my computer starts to lag?

If you are experiencing low bandwidth or the GoToMeeting app lags, follow these best practices. Learn more [tips and tricks](https://support.personifyinc.com/s/article/the-magic-of-background-removal-tips-tricks) (https://support.personifyinc.com/s/article/the-magic-of-background-removal-tips-tricks) or view [ChromaCam's FAQs](https://support.personifyinc.com/s/article/faqs-chromacam) (https://support.personifyinc.com/s/article/faqs-chromacam).

- If you are using the blur filter, lower the blurriness level or switch to another background.
- Close other applications in the background.
- Switch back to your standard camera.