

2nd CMS Workshop on Conservation Implications of Animal Culture and Social Complexity

6 October 2022

Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of the 2nd CMS Workshop on Conservation Implications of Animal Culture and Social Complexity, to be held on 6 October 2022 in an online conference format, the Secretariat has compiled the following set of guidelines for the meeting participants:

1 Before the Meeting



The meeting will be hosted using Microsoft Teams online platform. Joining via computer, no preliminary download is necessary as the participants can join through their internet browsers using the meeting link. However, [downloading the app](#) is recommended for access to more functionality.



Make sure you have a stable internet connection (preferably cable), well-functioning web camera and headset by testing them before the meeting.



Choose a quiet environment for the call. Any background noises or other distractions may interfere with the meeting.



Choose a location with good lighting and clear background.



Change to the 'United Nations' Teams environment by clicking on your profile picture or icon and then choosing this account. This will give you the full functionality of calls, such as the chat, and will enable you to join the sub-groups established. Changing during the call will cause you to drop out of the meeting. You can re-join it after the switch, of course.



If you don't see United Nations, please try closing and restarting Teams. If you are normally accessing Teams with a different account, you might need to log out of that one and log in with the email address you gave to CMS.



Once you have selected 'United Nations', you will see the 'Expert Group on Animal Culture' group in the left-hand menu under 'Teams'. Please try out your access well in advance of the meeting and notify us in case of any problems.

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During the Meeting



Online session will be open 15 minutes before the scheduled start. The Secretariat will email all participants the link to the meeting.



To ask for the floor, please use the hand raise function. In the Teams app, this is found in the top menu under 'Reactions'.



For better engagement, all participants are asked to turn their web cameras on, if their bandwidth allows. Teams allows you to turn off incoming video in case you experience bandwidth problems.



Using a headset is recommended for an improved audio experience.



To avoid background noises that may interfere with the call, always mute your microphone when not speaking.



Kindly be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone.



Work in the sub-groups will commence during Part II of the workshop. Please use the channels named "WS Sub-group ..." for all work during the workshop, and the following intersessional work.



Within each sub-group, you can use the chat to exchange information and access files and the meeting links for discussions in this group.



All information related to the meeting will be made available on the [meeting website](#).



In case of technical issues during the online meeting, contact Tine Lindberg-Roncari tine.lindberg-roncari@un.org.