Range State Meetings on the Single Species Action Plan for the Hawksbill Turtle in South-East Asia and the Western Pacific

10, 11 and 12 May / 31 May to 2 June 2022

Online Meeting Protocol

In order to facilitate the smooth and uninterrupted flow of the Range State Meetings on the Single Species Action Plan for the Hawksbill Turtle in South-East Asia and the Western Pacific to be held on 10, 11 and 12 May (Sub-Regional Workshops) as well as 31 May to 2 June 2022 (Plenary) in an online conference format, the Secretariat has compiled the following set of guidelines for the 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 Zoom online conferencing platform. No preliminary download is necessary as the participants can join through their internet browsers using the meeting link. However, downloading the application would provide access to additional features: 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 the conference call session will be open for participants to join 30 minutes before the start of the session. All participants will receive by email the link for connecting to the session.

*Before entering the conference call, every participant will be asked to enter their name. For country representatives, please enter your name using the following format: **Country, First Name, Family Name**. Observers should please use format **Affiliation, First Name, Family Name**.*

To ask for the floor, please use the 'Raise Hand' function. The Chair will give the floor following the speaker queue.

For better engagement, all participants are asked to turn their web cameras on, bandwidth permitting. 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 note that content posted in the chat will not be part of the official proceedings of the meeting unless also raised orally.

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

All the meeting and information documents are available for download on the [meeting webpage](#).

In case of any technical issues during the call, please contact Ms Tine Lindberg-Roncari (tine.lindberg-roncari@un.org).