

CMS Marine Megafauna Week: Atlantic Coast of Africa 4-7 September 2023

Online Meeting Protocol




In order to facilitate the smooth and uninterrupted flow of the CMS Marine Megafauna Week: Atlantic Coast of Africa, to be held from 4-7 September 2023 in hybrid format, the Secretariat has compiled the following set of guidelines for the meeting participants:


1 Before the Meeting




The meeting 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>.

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.

 Presenters should have presentations ready and open on their computers in advance. Online presenters will be able to share their screen with the meeting participants. Please also send the presentation to andrea.pauly@un.org in advance of the meeting.

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.



For better engagement, all participants are asked to ensure their names are displayed correctly and to turn their web cameras on, if their bandwidth allows.



To ask for the floor, please use the hand-raise-function. The Chair will then give the floor following the speaker queue, taking into account both in-person and online participants. Please note that information in the chat will not be included in the official report of the meeting, unless also raised orally.



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.



In case of technical issues during the online meeting, contact Andrea Pauly, andrea.pauly@un.org.