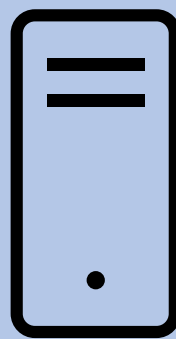
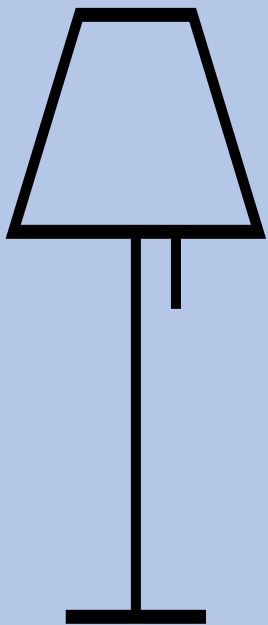


# 3<sup>rd</sup> Meeting of the Signatories to the West African Elephants MOU (WAE MOS3)

30 November – 1 December 2021

## Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of the WAE MOS3 - Virtual Meeting, to be held from 30 November to 1 December 2021 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 the Interactio online platform. Joining via computer, no preliminary download is necessary as the participants can join through the link provided, using their email address (the one given in your registration) and password. Please note that Interactio does not work on mobile devices such as mobile phones or tablets. The recommended browser for the Interactio platform is Chrome.



Make sure you have a stable internet connection (preferably cable), well-functioning web camera and headset by testing them before the meeting. You can test your connection here: <https://troubleshooter.interactio.io/>



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. You cannot change your background in Interactio.



Presenters should have presentations ready and open on their computers in advance. The presenters will be able to share their screen with the meeting participants. Please also send the presentation or written statement to the Secretariat [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int) well in advance of the meeting.

## 2 During the Meeting



The online session will be open 1 hour before the scheduled start. The Secretariat will email all participants the link and password to the meeting.



When you put in your email and password, your name and function will already show on your screen. Please don't change your name, but let the Secretariat know if there is a mistake and we will change it for you.



To ask for the floor, please click the raise hand button. When given the floor by the Chair, the microphone button will turn blue, click it and it turns red, you are now live and can speak. When you are done with your intervention, please click the microphone button again to mute yourself.

If you will be reading a prepared text, for the sake of the interpreters, please email to [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int) for onward transmission to the interpreters, as it will greatly enhance their ability to convey your message in this online environment.



For better engagement, participants are asked to turn their camera on when they are speaking. This will also help our interpreters. Only do this if your bandwidth allows it. Please use a headset to improve your audio. This is important for our Interpreters in order to guarantee a high quality interpretation.



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



Covering all agenda items in the planned timeframe will be challenging. As time is very short, please note that the chair may not be able to give the floor to all those who request it.



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



In case of technical issues during the online meeting, please contact the Secretariat [cms.secretariat@cms.int](mailto:cms.secretariat@cms.int)