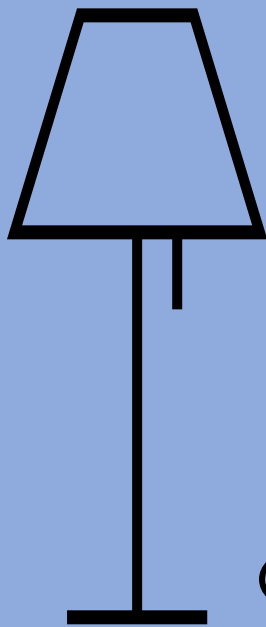
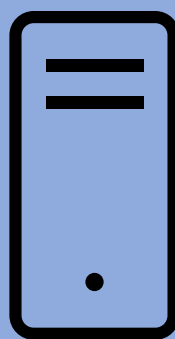


Online Workshop on Monitoring Illegal Killing, Taking and Trade (IKB) of Migratory Birds

Monday 19 September 2022
(09:00 to 13:00 CET)



Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of Online Workshop on Monitoring Illegal Killing, Taking and Trade (IKB) of Migratory Birds 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.



Use a computer (not tablet or smartphone) to join the Zoom session. Make sure you have a stable internet connection (recommended use of Ethernet cable for Internet connection, not wifi), 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. Use headsets with built-in microphone with USB connection to the computer. The use of the laptop's microphone, wireless headsets or Bluetooth headsets is highly discouraged.



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.



As soon as you enter the zoom meeting, please enter your name and country/organisation. To do this please click the 3 dots beside your name (...) and a scroll down list will appear, choose RENAME. Enter your COUNTRY/ORGANISATION and then your name. This will help organisers obtain an accurate participants list.



To ask for the floor, please use the chat function. When the moderator gives you the floor, please turn on your camera and microphone.



Using a headset is recommended for an improved audio experience.

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

Due to limited time, all the presentations shall be kept in the indicated time, please refer to the [Meeting agenda](#)

During the general discussion, the group exercise and the report back, participants are encouraged to switch on their cameras.

For the second-last agenda item, all participants will automatically be assigned to a break-out group for a group discussion and will automatically be returned to the main group at the end of the group discussion.