

COP14 Regional Preparatory Workshop-Pre-COPs 17 – 27 October 2023

Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of the Regional Preparatory Workshops-Pre-COPs (Oceania, Latin America and Africa-Asia-Europe) ahead of COP14 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.

During the Meeting



Please note that the conference call session will be open for participants to join 15 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, please adjust your specification. For country representatives, please enter your name using the following format: **Country, First Name, Family Name**. For organisations, please use format **Organisation, First Name, Family Name**.



To ask for the floor, please use the 'Raise Hand' function. The facilitator or presenter will then give the floor following the speaker queue.



For better engagement, all participants are asked to turn their web cameras on in the beginning. 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 refrain from using the chat function for important subjects. Any content posted in the chat, apart from the speaker queue, will not be taken into consideration.



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. All the meeting and information documents are available for download from [COP14 Regional Preparatory Workshop – Pre-COPs](#) Please scroll down on this page to find your respective workshop linked on the page.



In case of any technical issues during the call, please contact the CMS Secretariat (secretariat@cms.int)