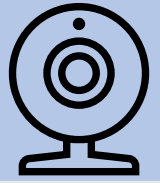
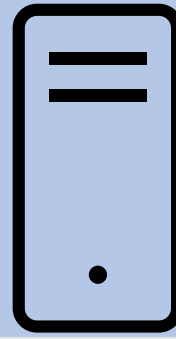
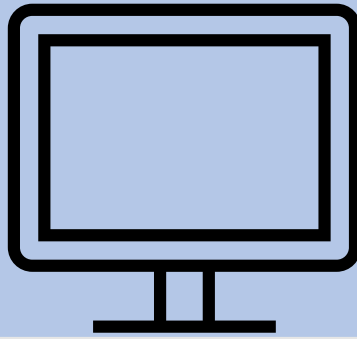
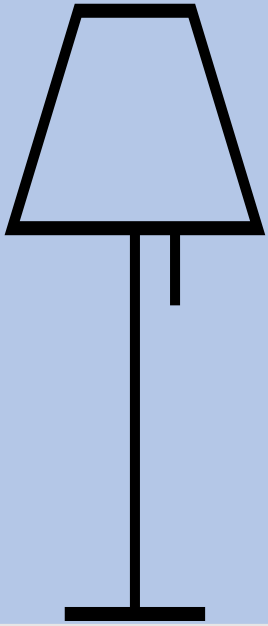


9th Meeting of the Advisory Committee

15-19 March 2021

Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of the 9th Meeting of the Advisory Committee (AC9), to be held from 15-19 March 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 Microsoft Teams online platform. It is essential that participants [download the app](#) in advance of the meeting to have access to the functionality needed for online collaboration. Without the programme installed, it is only possible to participate in the daily two-hour calls, but not in the joint work on documents.



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. The presenters will be able to share their screen with the meeting participants. Please also send the presentation to the Secretariat iosea@un.org well in advance of the meeting.



2 During the Meeting



Online video sessions will be open 15 minutes before the scheduled start. The Secretariat will email all participants the link to the meeting.



Before entering the online meeting, participants should enter their name or change their display name (see [instructions here](#)). For AC Members, enter your name using the following format: *AC_FirstName FamilyName* (e.g. AC_Jack Frazier). Sub-Regional Observers should please use the format *SRFP_Region_FirstName FamilyName* (e.g. SRFP_NIO_Lisama Sabry), or *MTTF_Region_FirstName FamilyName*, respectively.



To ask for the floor, type your name in the chat window. The Chair will then give the floor following the speaker queue.



For better engagement, all participants are asked to turn their web cameras on. 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. Therefore, please keep your interventions brief and to the point.



In addition to the daily conference calls, collaborative work on documents will take place throughout the participants' working days. Please plan your schedule accordingly, dedicating time to this meeting as if you were attending in person.



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



In case of technical issues during the online meeting, contact Tine Lindberg-Roncari tine.lindberg-roncari@un.org.

