

Joint Meeting of the Bern Convention Network of Special Focal Points (SFPs) on Eradication of Illegal Killing, Trapping and Trade in Wild Birds and the CMS Intergovernmental Task Force on Illegal Killing, Taking and Trade of Migratory Birds in the Mediterranean (MIKT)

13 to 15 May 2025

Online Meeting Protocol



In order to facilitate the smooth and uninterrupted flow of Joint Meeting of the Bern Convention Network of SFPs on Eradication of Illegal Killing, Trapping and Trade in Wild Birds and the CMS MIKT to be held from 13 to 15 May 2025 in a hybrid 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.



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 connected to the computer. The use of the laptop's microphone, wireless headsets or Bluetooth headsets is discouraged.

2

During the Meeting



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.



Before entering the conference call, every participant will be asked to enter their name. 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 enter your name in the chat window and use the 'Raise Hand' function. The Chair 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 any other purposes than to ask for the floor. 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 on [Joint Meeting Bern Convention and CMS MIKT webpage](#)



In case of any technical issues during the call, please contact Mr. Thilan Mannan thilan.mannan@un.org

