



Convention on Biological Diversity

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ENGLISH ONLY

CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY
Fifteenth meeting

CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE CARTAGENA PROTOCOL ON BIOSAFETY
Tenth meeting

CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS ARISING FROM THEIR UTILIZATION
Fourth meeting

Part I: Virtual Kunming, People’s Republic of China, 11-15 October 2021

INFORMATION NOTE FOR VIRTUAL PARTICIPANTS

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1. VENUE AND DATES

The **Part I** of the Fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-15), the Tenth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (CP-MOP-10) and the Fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (NP-MOP-4), (hereinafter “the Meetings”) will be held virtually and with limited participation at the Kunming Dianchi International Convention and Exhibition Center from 11-15 October 2021. **The High-Level Segment of the First Part of the Meetings will take place during the Meetings from 12 to 13 October 2021.**

The meetings will be held at:

Kunming Dianchi International Convention and Exhibition Center (DCEC)
Huanhu East Road, Guandu District
Kunming, Yunnan Province
P. R. China
Tel: +86-(0) 871-6355-5483
Website of the Venue: <http://en.oucekm.com/intro/6.html>

ALL SESSIONS WILL BE CONDUCTED IN HYBRID MODE / VIRTUAL PARTICIPATION FOR DELEGATES LOCATED OUTSIDE OF CHINA.

Due to the ongoing pandemic and in-line with the COVID-19 protocols in place worldwide, physical participation from outside China for Part I will not be possible. China is committed to protect the health and safety of all participants wishing to attend the Meetings and looks forward to welcoming the world next year for the second part of the Meetings.

Host Country COP-15, CP-MOP-10 and NP-MOP-4 web site:

<https://news.cop15-china.com.cn/api-content/cms/homeen>

CBD home page: <https://www.cbd.int/conferences/2021-2022>

Please note that all times listed in this document refer to China Standard Time / Beijing Time (UTC/GMT +8 hours)

2. OFFICIAL OPENING

The official opening of Part 1 of the Meetings will take place in Pavilion 7 of the Kunming Dianchi International Convention and Exhibition Center (DCEC) on 11 October 2021. The formal sessions of Part I of the Meetings will cover items 1, 2, 3, 4, 6, 7, 28, 29 and 30 of COP-15, and respective items in the CP-MOP-10 and NP-MOP-4 agendas. For detailed information, please refer to the proposed organization of work for **Part I** in documents UNEP/CBD/COP/15/1/Add.2, UNEP/CBD/CP/MOP/10/1/Add.2 and UNEP/CBD/NP/MOP/4/1/Add.2 which are available at: <https://www.cbd.int/conferences/2021-2022>.

Please note that Plenary sessions are accessible via the Interactio platform as Speakers and Viewers for all registered participants.

The daily calendar will be available on Host Country website and on the Conference home page listed above.

An official reception will be hosted by the Government of the People's Republic of China for onsite participants on 11 October 2021.

3. HIGH-LEVEL MINISTERIAL SEGMENT

The High-Level Segment of the first part of the UN Biodiversity Conference, including the fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-15) as well as the concurrent meetings of the Parties of the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization, will be hosted by the People's Republic of China and will take place virtually on 12 and 13 October 2021.

The HLS information note providing details on the programme of the HLS prepared by the host Government is available on the Secretariat's web site at: <https://www.cbd.int/conferences/2021-2022/cop-15-hls/documents>

Please note that all registered participants can follow the HLS via the Interactio platform as viewers.

The Secretariat's focal point for all issues related to the HLS is Ms. Christine Estrada (see item 12 below for contact details).

4. REGISTRATION

4.1 Registration and accreditation of Parties

Registration of representatives from Contracting Parties is subject to the receipt by the Secretariat of an official letter of nomination addressed to the Executive Secretary. The official letter of nomination shall be sent through diplomatic channels and must be received as soon as possible but **no later than 6 October 2021**¹.

The letter, which must indicate the names, titles and contact details and, when possible of delegates nominated to attend the Meetings, should be sent to the attention of the Executive Secretary at the address below:

Ms. Elizabeth Maruma Mrema
Executive Secretary
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Fax: + 1-514-288-6588
E-mail: secretariat@cbd.int

The nomination letter should clearly indicate the meeting that each delegate is officially designated to attend i.e. COP-15, CP-MOP-10 of the Cartagena Protocol or NP-MOP-4 of the Nagoya Protocol or all the three meetings.

In accordance with rule 18 of the rules of procedure for meetings of the Conference of the Parties (COP) which also apply, *mutatis mutandis*, to the meetings of the Conference of the Parties serving as the meeting of the Parties to the Cartagena and Nagoya Protocols (COP-MOPs), credentials of representatives

¹ The registration deadline of 1 October has been extended to 6 October 2021.

of Parties to the Convention and the Cartagena and Nagoya Protocols, as well as the names of alternate representatives and advisers, must be submitted to the Secretariat **no later than twenty-four hours** after the opening of the meetings in order to confirm that delegates have been duly appointed, authorized and empowered to represent their country or regional economic integration organization, at the meetings. Any later change in the composition of the delegation shall also be communicated to the Secretariat.

The credentials must be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a regional economic integration organization, by a competent authority of that organization. A credential should indicate the date and place where it was issued, be signed by the competent authority and indicate the title of the signatory. In the case of a person acting ad interim, as the Head of State or Government or as the Minister of Foreign Affairs, the title must indicate that the person is exercising such powers ad interim. In this respect, the Secretariat will accept, where it is appropriate, the following formulations: Acting President, Acting Prime Minister, Acting Minister of Foreign Affairs, President ad interim, Prime Minister ad interim and Minister of Foreign Affairs ad interim.

Parties to the Convention that are also Parties to Cartagena Protocol and/or Nagoya Protocol may submit one set of credentials covering the participation of their representatives in COP15 and/or CP/COP-MOP 10 of the Cartagena Protocol and/or NP/COP-MOP 4 of the Nagoya Protocol.

Original credentials, duly signed as indicated above, and prepared in one of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian or Spanish) should be scanned and sent to the Secretariat by e-mail prior to the meeting on an exceptional basis, with the originals sent by courier or mail to the Secretariat office in Montreal or deposited during COP 15 with the staff of the Secretariat at the Registration area of the DCEC conference venue in Kunming. If the credentials have been executed in another language, a courtesy translation in English would be appreciated to facilitate the examination of credentials. A list of valid credentials will be posted on the Secretariat's website at: <https://www.cbd.int/conferences/2021-2022>. The Secretariat strongly recommends to Parties to verify that their credentials have been listed on the official site of the Secretariat.

In accordance with rule 19 of the rules of procedure, the Bureau will examine the credentials and submit its report to the COP and the COP-MOPs.

States that are not Parties to the Convention or to any of the Protocols have no obligation to submit credentials, as specified above, for their representatives.

Sample formats of credentials for each or all of the above-mentioned meetings are provided in **Annex A**.

Questions regarding the credentials should be directed to Mr. Worku Damena Yifru (see item 12 below for contact details).

4.2 Observers

4.2.1 Observer States

Rule 6.1 of the rules of procedure applies to States not Party to the Convention that wish to be represented as observers in the Meetings.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 6 October 2021**², and must indicate the names, titles and contact details of the delegates to the

² The registration deadline of 1 October has been extended to 6 October 2021.

Meetings. The letter should also clearly indicate the meeting or meetings that each nominee is designated to attend, i.e. COP-15, CP-MOP-10 of the Cartagena Protocol or NP-MOP-4 of the Nagoya Protocol or all the three meetings.

The letter should be addressed to the Executive Secretary at the address indicated in item 4.1, above.

4.2.2 Observers from the United Nations and its specialized agencies

Rule 6.1 of the rules of procedure also applies to the United Nations, its specialized agencies and the International Atomic Energy Agency, that wish to be represented as observers in the Meetings.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 6 October 2021**³, and must indicate the names, titles and contact details of the delegates to the meeting, and the meeting or meetings that each delegate is officially designated to attend.

The letter should be sent to the attention of the Executive Secretary at the address indicated in item 4.1, above.

Please note that pursuant to rule 6.2 of the rules of procedure, these observers may participate in the Meetings, without the right to vote, unless at least one third of the Parties present at the meetings object.

4.2.3 Bodies or agencies qualified in the fields of biodiversity conservation and sustainable use

Rule 7.1 of the rules of procedure applies to bodies or agencies qualified in the fields of biodiversity conservation and sustainable use wishing to be represented as observers in the Meetings.

The registration of these representatives is subject to the receipt by the Secretariat of an official letter of nomination. The official letter of nomination must be received as soon as possible, but **no later than 6 October 2021**⁴.

The letter, to be sent to the attention of the Executive Secretary at the address indicated in item 4.1 above, must take the form of an official letter from the Chief Executive or Head of the organization, and must indicate the names, titles and contact details of the delegates to the meeting. The letter should also indicate the meeting or meetings that each nominee is officially designated to attend.

Please note that pursuant to rule 7.2 of the rules of procedure, these observers may participate, without the right to vote, in the proceedings of any meeting in matters of direct concern to the body or agency they represent unless at least one third of the Parties present at the meeting object.

5. PROCEDURES FOR MEDIA ACCREDITATION

Media participation at CBD meetings is subject to accreditation by the CBD Secretariat. Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies and online media - who represent a bona fide media organization.

For Phase One of the Meetings, please follow the following instructions.

³ The registration deadline of 1 October has been extended to 6 October 2021.

⁴ Ibid.

For media organizations with staff already based in China, who may be in a position to physically attend the Meetings in Kunming, please find media procedures at:

<https://news.cop15-china.com.cn/api-content/cms/contentmediainvitationen>

Please note that due to public health restrictions and limitations of the venue, not all requests for in person accreditation can be granted.

Other media organizations not located in China, can be accorded accreditation that will grant online participation. To register, please email the following information to secretariat@cbd.int (subject line: Online Media Accreditation):

First Name
Family Name
Media Outlet
Email address
Country
Position
Telephone number
Mobile number
Type of medium
Gender
Twitter ID

Working language(s) of your organization

Attach a scan of a valid press card or letter of assignment on company stationery. If you do not have a press card (e.g. a regular blogger but not a formal media employee), please instead submit a recent sample of your work in a subject area related to the work of the CBD.

Please also note the following:

- Independent broadcast or film production companies are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work or from the UN partner organization that supports the production.
- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publications.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past six months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media must meet the following requirements, in addition to those above:
 - o The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number.
 - o The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues.
 - o If the web site is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international issues and must present copies of three recently published articles published in the last six months with his/her byline.
- Online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.
- Freelance Journalists: Freelance journalists can only obtain accreditation for a specific event or time period. Freelance journalists, including photographers, must provide clear evidence they are

on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

For Phase one of the Meetings it is not possible to register on-site. Note that double accreditation is not permitted (e.g. as press and delegate, or as press and NGO).

Once accreditation is confirmed, press passes for the Meetings, can be picked up at the registration counter onsite upon presentation of two forms of photo ID (passport, official national press pass, driver's license, work ID, etc.) or of a photo press pass from the United Nations in New York, Paris, Geneva, Vienna, or Nairobi.

Please note that journalists accredited to cover the meeting should make their own travel and hotel bookings.

Note that access to the Blue Zone is subject to further restrictions depending on available space in the venue, and security provisions that can change without notice. Information will be made available to all on-site journalists.

For press releases and other information, please visit the "Media Information Desk" located in Pavilion 19 in the venue, or Contact:

Mr. David Ainsworth
Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec, H2Y 1N9 Canada
Tel: + 1-514-287 7025
Fax: + 1-514-288-6588
E-mail: david.ainsworth@un.org

Information regarding media guidelines, press conferences and other relevant information will be made available on the Conference homepage and the Host Country COP-15, CP-MOP 10 and NP-MOP 4 website and will be shared by e-mail and SMS to accredited journalists registered to the Meetings.

6. DOCUMENTS

In order to minimize the negative environmental impact of the Meetings, the Part I meetings will be held paperless (there will be no hard copies of documents available at the venue).

Pre-session and information documents for each of the Meetings are available on the Secretariat's web site as follows or through the main conference web page at: <https://www.cbd.int/conferences/2021-2022>

Part I - COP-15
<https://www.cbd.int/meetings/COP-15>

Part I - Cartagena Protocol: CP-MOP-10
<https://www.cbd.int/meetings/CP-MOP-10>

Part I – Nagoya Protocol: NP-MOP-4
<https://www.cbd.int/meetings/NP-MOP-04>

In-session documents will be available on the above web sites under the "in-session" tab or on the schedule on the main conference page of the Meetings.

7. VIRTUAL PARTICIPATION

All participants must be registered to attend the COP-15, CP-MOP-10 and NP-MOP 4 meetings as outlined in section 4 above. The virtual participation will be provided through the Interactio platform as speakers and viewers. The links will be provided on the schedule of the COP meeting page at: <https://www.cbd.int/conferences/2021-2022>

Registered participants may also follow the sessions through the CBD's YouTube channel (see below for details).

All participants will receive a priority pass email containing personalized login information related to the Interatio platform as well as other relevant information.

The user guide for the Interactio virtual platform is listed below in annex C below.

Any registered delegates can be allocated a speaker role up to a maximum number at any one time. When connecting to the Plenary sessions delegates will be able to select their designated role (speaker or viewer) as agreed by each delegation. Other representatives may also wish to choose to view the proceedings through the CBD's YouTube channel, which will also be available in all official UN languages.

The limit for the number of speaker slots is 5 for Parties and other Governments and 3 for observer organizations for Plenary sessions, 5 for Parties and 2 for observers for the HLS. The pre-set limitation in the number of roles for each delegation will be displayed when connecting to a session through the meeting calendar, and information on who are connected as speakers at the moment will be visible to your delegation. To change roles at any time, simply log out, then log back in with new role selection.

The Host Government has already invited guests for the High-Level Segment who will be given speakers roles, all other registered participants can log in as viewers to the sessions and they are also available on YouTube.

Please note that the Ecological Civilization Forum will be accessible to everyone as viewers on the platform and available on YouTube.

8. OFFICIAL STATEMENTS

To assist with the interpretation process, delegates wishing to make interventions during official sessions of the Meetings are strongly urged upload their statement at **least 1 hour in advance**.

The statement should include the following information in its header and filename:

- 1- Party/organization name;
- 2- Identify session of intervention: Plenary, HLS;
- 3- Date and time of intervention;
- 4- Agenda item number.

Statement uploading

Please select the meeting from the COP-15, CP-MOP-10 and NP-MOP-4 home page:

<https://www.cbd.int/conferences/2021-2022>

Click on the “upload statements” tab

You may upload your statement in several languages and if necessary, revised statements. Please upload each file separately.

When Parties are submitting a Regional Statement, please check the box ‘Regional Group’ statement, then select your region in the drop-down menu.

9. LIST OF DELEGATIONS

A list of delegations attending each of the Meetings will be prepared by the Secretariat and made available on its web site the day of the closing of the Part I COP-15, CP-MOP-10 and NP-MOP-4 meetings at the following link: www.cbd.int/pre-registered-Part-I-COP15-LoP.pdf. Participants not wishing to have their full coordinates appear on the list of participants should notify the Secretariat staff at the registration counter.

10. PROMOTIONAL MATERIAL

Dedicated web site for promotional material - Virtual Display table for Part I of the meetings

For Part I of the Meetings, participants wishing to have promotional materials posted on-line on the Virtual Display Table can do so at <https://www.cbd.int/conferences/2021-2022/virtual-tables/publications>. Participants are encouraged to send their promotional material, with a brief description, including the full name and coordinates of their government or organization by completing the online form and uploading their promotional material. The focal point for the Virtual Display Table is Mr. Neil Pratt (see item 12 below for contact details).

11. ECOLOGICAL CIVILIZATION FORUM

The Ecological Civilization Forum will be held on 14-15 October 2021 online and in-person at Pavilion 7 of the Kunming Dianchi International Convention & Exhibition Center, Kunming, Yunnan Province. The forum will start at 9:00 (Beijing time) on 14 October 2021, and close at 12:00 (noon) on 15 October 2021.

The forum is planned to be held both online and in-person, representatives from abroad and other areas may attend this forum via the Interactio platform as viewers and the forum's results will be shared on live webcast.

Further details of the activities will be provided through the CBD website and notifications in due course at: <https://www.cbd.int/conferences/2021-2022>.

12. LIST OF CBD FOCAL POINTS

In order to enhance relations between representatives of major groups and other stakeholders and the CBD Secretariat, the following focal points have been designated for both Part I and Part II of the COP-15, CP-MOP-10 and NP-MOP-4 meetings:

- **Focal point for the High Level Segment**
Ms. Christine Estrada
Secretariat of the Convention on Biological Diversity
413 Saint-Jacques Street, Suite 800
Montreal, Quebec, Canada H2Y 1N9
Fax: +1-514-288-6588
Tel: +1 514 288 2220
E-mail: christine.estrada@un.org

- **Focal point for Credentials**
Mr. Worku Damena Yifru
Senior Legal Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9, Canada
Tel: +1-514-287-7006
Fax: +1-514-288-6588
E-mail: worku.yifru@un.org

- **Focal point for Media Accreditation**
Mr. Johan Hedlund
Associate Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: + 1-514-287-6670
Fax: + 1-514-288-6588
E-mail: johan.hedlund@un.org

- **Focal point for Press Releases and other Media Information**
- **CEPA Fair and the Rio Pavilion (No CEPA or RIO during Part I of COP-15)**
Mr. David Ainsworth
Information Officer
Secretariat of the Convention on Biological Diversity
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: +1-514-561-2720
Fax: +1-514-287-7025
E-mail: david.ainsworth@un.org

- **Focal point for Daily Subsistence Allowance and Related Travel Inquiries (No DSA Part I of COP-15)**
Ms. Martine Christin
Finance and Budget Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec
H2Y 1N9 Canada
Tel: + 1-514-288-2220 Ext. 332
Fax: + 1-514-288-6588
E-mail: secretariat@un.org
- **Focal point of contact for Indigenous Peoples and Local Communities**
Mr. Antonio Q'Apaj Conde Choque
Programme Officer, Traditional Knowledge
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7033
Fax : +1-514-288-6588
E-mail : qapaj.conde@un.org
- **Focal point of contact for United Nations, other Intergovernmental Organizations and Non-Governmental Organizations**
Mr. Neil Pratt
Senior Environmental Affairs Officer
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7007
Fax: +1-514-288-6588
E-mail: neil.pratt@un.org
- **Focal point of contact for Youth**
Ms. Chantal Robichaud
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
E-mail: chantal.robichaud@un.org

- **Focal point of contact for Gender and Women's Caucus**
Ms. Tanya McGregor
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
E-mail: tanya.mcgregor@un.org
- **Focal point of contact for Business**
Ms. Bianca Brasil
Programme Management Officer, Business and Biodiversity
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-764-6366
Fax: +1-514-288-6588
E-mail: bianca.brasil@un.org
- **Focal point of contact for Cities and Local Authorities**
Mr. Oliver Hillel
Programme Officer, Subnational implementation/ Technical and Scientific
Cooperation/Tourism/Islands
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7009
Fax: +1-514-288-6588
E-mail: oliver.hillel@un.org
- **Focal point of contact for side-events (no side-events will be taking place during Part I)**
Ms. Lisa Pedicelli
Conference Services
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-7058
Fax: +1-514-288-6588
E-mail: lisa.pedicelli@un.org

- **Focal point of Meeting Services**
Mr. Nader Ibrahim and Ms. Lisa Pedicelli
Conference Services
Secretariat of the Convention on Biological Diversity
World Trade Centre
413 St. Jacques Street, Suite 800
Montreal, Quebec,
H2Y 1N9 Canada
Tel.: +1-514-287-8724 / 7058
Fax : +1-514-288-6588
E-mail : nader.ibrahim@un.org; lisa.pedicelli@un.org

13. TIME ZONE INFORMATION

The time zone in Kunming is CST (China Standard Time), known locally as Beijing Time which is equivalent to **GMT/UTC +8 hours**.

14. DISCLAIMER

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure, prior to departure, international medical insurance for the period of participation.

Annex A

SAMPLE CREDENTIAL FOR THE FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON BIOLOGICAL DIVERSITY (COP-15)

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

**SAMPLE CREDENTIAL FOR THE
TENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (CP-MOP 10)**

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

**SAMPLE CREDENTIAL FOR THE
FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC
RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS
ARISING FROM THEIR UTILIZATION (NP-MOP 4)**

CREDENTIALS

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

SAMPLE CREDENTIAL FOR
FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY (COP 15)

AND

TENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (CP-MOP 10)

CREDENTIAL

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

SAMPLE CREDENTIAL FOR
FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY (COP 15)

AND

FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE
MEETING OF THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC
RESOURCES AND THE FAIR AND EQUITABLE SHARING OF BENEFITS
ARISING FROM THEIR UTILIZATION (NP-MOP 4)

CREDENTIAL

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity and the fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

SAMPLE CREDENTIAL FOR

**FIFTEENTH MEETING OF THE CONFERENCE OF THE PARTIES TO THE CONVENTION ON
BIOLOGICAL DIVERSITY (COP 15),**

**TENTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE
CARTAGENA PROTOCOL ON BIOSAFETY (CP-MOP 10),**

AND

**FOURTH MEETING OF THE CONFERENCE OF THE PARTIES SERVING AS THE MEETING OF
THE PARTIES TO THE NAGOYA PROTOCOL ON ACCESS TO GENETIC RESOURCES AND
THE FAIR AND EQUITABLE SHARING OF BENEFITS ARISING FROM THEIR UTILIZATION
(NP-MOP 4)**

CREDENTIAL

I, the undersigned [*Head of State or Government or Minister of Foreign Affairs*], hereby make known that the following delegation has been duly appointed, authorized and empowered to represent [*Country*] at the **fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity, the tenth meeting of the Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety, and the fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization** to be held from the eleventh to the fifteenth of October, in the year two thousand and twenty-one (first Part) and from the twenty-fifth of April to the eighth of May, in the year two thousand and twenty-two (second Part).

Head of Delegation [*Name of Head of Delegation*]

Alternate Head of Delegation [*Name of Alternate Head of Delegation*]

Representative(s) [*Name of Representative(s)*]

DONE in [*City*] on the [*Day*] of [*Month*] in the [*Year*]

Seal and Signature

Annex B – Media Accreditation Form

Media Accreditation Form

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES			
PERSONAL DATA <i>(Please type or print clearly)</i>			
1. Name: _____ <i>(Family name)</i> <i>(First name)</i>			
2. Date of birth: _____	3. Place of birth: _____		
4. Nationality: _____	5. Passport number: _____		
6. Permanent office address <i>(if different from your organization's headquarters)</i> : _____ _____			
7. Tel.: (____) _____	8. Fax: (____) _____	9. E-mail: _____	
10. Contact address during the Conference: _____ _____			
11. Tel.: (____) _____	12. Fax: (____) _____	13. E-mail: _____	
DATA ON THE MEDIA ORGANIZATION YOU REPRESENT			
14. Name of organization: _____			
15. Contact person and title: _____			
16. Headquarters' mailing address: _____			
17. Tel.: (____) _____	18. Fax: (____) _____	19. E-mail: _____	
20. Status/Ownership:			
Educational/Public <input type="checkbox"/>	Government/State <input type="checkbox"/>		
Private <input type="checkbox"/>	Other (specify): _____		
21. Type of medium <i>(check as many as necessary)</i> :			
Daily newspaper <input type="checkbox"/>	Photo/visual <input type="checkbox"/>	Television <input type="checkbox"/>	
News agency/service <input type="checkbox"/>	Radio <input type="checkbox"/>	Weekly publication <input type="checkbox"/>	
Other (specify): _____			
22. Position:			
Cameraperson <input type="checkbox"/>	Director <input type="checkbox"/>	Photographer <input type="checkbox"/>	Reporter <input type="checkbox"/>
Correspondent <input type="checkbox"/>	Editor <input type="checkbox"/>	Producer <input type="checkbox"/>	Technician <input type="checkbox"/>
Other (specify): _____			
23. Working language(s) of your media organization: _____			
24. Your main news topic(s) or field(s) of coverage <i>(if applicable)</i> : _____ _____			
Date: _____	Signature: _____		

(double click on form to complete)

Frequently Asked Questions – FAQ

I have covered previous CBD meetings; do I have to apply again?

Yes. Press badges issued at previous CBD meetings do not remain valid. Members of the press must be accredited for each meeting. A new accreditation form and all supporting documentation are also required.

What is the deadline for accreditation?

For Phase one of the UN Biodiversity Conference, the deadline is 22 September 2021. Onsite accreditation is permitted only in exceptional circumstances.

What must I do to become accredited at the meeting?

If you are submitting request directly to the Secretariat:

1. Complete the accreditation form
2. Send a letter of assignment on official letterhead of a media organization. The letter must be signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
3. Submit a photocopy of a valid press card/work pass and a photocopy of passport or national ID card
4. You may also be asked to submit additional materials, in line with the United Nations criteria
5. Applications are considered on a case-by-case basis, so you will be advised if any additional materials are required.
6. You will be informed of your acceptance by email.

What do you mean by “additional materials”? What is required?

If you are asked to submit additional materials, the following may be requested:

- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publication.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past four months.
- Photographers are required to submit original tear sheets or photos with credits of the issuing organization.
- Online media (including “bloggers”) must meet the following requirements:
 - o The web publication must belong to a registered media organization, and have a specific, verifiable non-web address and a telephone number. The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues
 - o If the website is new, the applicant seeking accreditation must provide the latest data on the site’s visitors or other relevant material (press citations, etc.) about the outlet’s audience. The applicant must have an established record of having written extensively on international or biodiversity issues and must present copies of three recently published articles with his/her byline
 - o Please note that online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation
 - o Work samples must demonstrate active engagement in covering the activities of the United Nations, and specifically the biodiversity process. Samples must be unaltered clippings or media products of the bona fide organization with bylines of the individual requesting accreditation.

Do I need to send a photo?

Your photo will be taken at the registration station; it is not necessary to send a photo in advance.

To whom do I address the letter of assignment?

To the CBD Press Office, attn. Johan Hedlund.

What should the letter of assignment contain?

If you are submitting request directly to the Secretariat:

The letter of assignment must be on letterhead and be addressed to the CBD Press Office. It must be signed by an authorized official (e.g., the Publisher, Assignment Editor or Bureau Chief), of the media organization seeking accreditation. Unsigned letters or emails will not be accepted. Letters of assignment must specify the type of coverage, event or project assigned; the period of time for which accreditation is required; and the name and professional function(s) of the individual(s) to be assigned.

How can I send my materials and accreditation documents to you?

If you are submitting directly to the Secretariat:

All materials must be sent by email to johan.hedlund@cbd.int with a cc to wan.xialin@fecomee.org.cn. You can send copies by fax to +1 514 288 6588 or send scanned copies in an image format (bmp, gif, tif, jpg, png) or PDF to secretariat@cbd.int.

If you are submitting through Host Country:

Zhang Han (Domestic Media): 914229011@qq.com; Cai Xiaowei (Hong Kong, Macao and Taiwan media): 46717764@qq.com ; Wang Yingyi (Resident offices of international media), 675413490@qq.com

I don't have a press card. Will you still accredit me?

If you don't have a press card, you may be asked to submit additional materials, in line with United Nations criteria. Please see section on additional materials, above.

I would like to register as a delegate or NGO and also have press accreditation. Is this possible?

No. Double accreditation is not allowed (e.g. as press and delegate, or as press and NGO). If you are already registered with a delegation or observer organization, you will have to choose. The Secretariat will not issue more than one badge to an individual.

I am a freelance journalist. Can I still get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process, as above. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required. Photographic agencies must provide clear evidence from a client news organization or publication. You must also submit the other required documents for accreditation.

I'm a student. Can I get accreditation? Media accreditation is for professional members of the press who represent a *bona fide* media organizations. We can't accord students the same accreditation as is granted to media professionals who have an established track record of reporting.

What about press accreditation for blogs?

Accreditation of bloggers for CBD meetings will be done on a case-by-case basis. Some of the criteria currently applied to online media will be applied; in addition, additional criteria for accreditation of bloggers may be applied.

I am with an independent film company that is producing a documentary on climate change. Can I access the conference?

Per the criteria for United Nations accreditation of media, independent TV production companies are required to provide a letter from a broadcast organization which intends to air their work. You must also submit the other required documents for accreditation.

I am a press officer at an embassy. Do I need press accreditation to attend?

No. Your name should be included on the official delegation list and you will be registered as a member of the delegation. While this registration will not allow you to use the facilities reserved for the accredited press at the

International Media Centre, you may leave materials for distribution to accredited press and you may be present at any press conferences that you organize. The communications and media team will be happy to assist.

I am a writer or press officer for a non-governmental or observer organization, should I seek press accreditation?

No. As with press officers for delegations, your name should be included on the official delegation list. This registration will not allow you to use the International Media Centre, but you may leave materials for distribution to accredited press. You will receive the full support of the media team.

What about press traveling with a head of state/government?

All journalists traveling with heads of state or government should be accredited with the SCBD.

What if I am an organization that wishes to hold a press conference?

Organizations who wish to hold a press conference may apply to the Secretariat for permission and suggested times; or by contacting the media Information Desk. There is no charge for use of the press conference facilities, but you will be responsible for providing your own interpretation services.

Can I do a blanket accreditation from my organization?

It is not possible to give blanket press accreditation to a media organization. Instead, accreditation is granted to individuals representing bona fide media organizations, who produce the required documentation for accreditation.

What happens if I have to replace someone already accredited from my organization?

We are aware that assignments can change at short notice. Please communicate changes in staff as soon as they are known. The applicant will have to complete the same process, but as long as they have the required, valid materials, there is usually little delay in processing.

How can I check the status of my accreditation?

For the status of your application and other questions about media accreditation, please contact the CBD Secretariat. If you have been accredited, you will have received an email for this. If you require additional documentation, you will be requested to provide this by email. If you have not received any information, then your application is being processed. Please wait at least 5 working days for applications to be considered.

Accommodation Recommendation?

List of hotel options with rates will be provided directly to media once accreditation process is approved.

Once Accredited, how so I obtain my badge?

Once you have received confirmation of your accreditation, 3 days later you will receive an Email from the Secretariat of the Convention on Biological Diversity with your Priority Pass that include a barcode. Please present the barcode at the registration counter onsite to obtain your badge along with Photo ID. Media can obtain their badges as of 8 October in person at the venue starting at 10:00AM and photo will be taken onsite at the registration counter.

What does the accreditation cover?

Media accreditation will only provide you with access to COP15-Part I between 11-15 October 2021 and does not constitute an endorsement for any other purpose.

For details on what access and services you enjoy as an accredited journalist, please refer to the sections below:

What should I do if my badge is lost or stolen?

If your media ground pass is lost or stolen, you MUST immediately report it to the media registration desk in the conference venue.

Where am I not permitted?

Closed areas and meetings are off limits to you. This includes:

- Regional coordination meetings
- Contact Groups
- Bilateral meetings – unless you have specific permission to do so by both parties to the meetings
- Offices of the CBD Secretariat, COP Presidency – unless you have specific permission for conducting interviews

How do I request interviews?

You may submit interview requests to johan.hedlund@cbd.int with a copy to Sijia.Liu@un.org . If your request is directed to the staff of the Secretariat of the Convention on Biological Diversity, you will receive a reply from the Media Coordinator. If your request is directed to a representative of the Government of China, you will receive your reply from them. Please note that if your request is for an interview with a representative of another government or organization, you will receive a reply from them directly. The granting of interviews is at the discretion of individuals and delegations. All requests should include:

- Name of the journalist and agency making the request and local contact information, including cell phone and email
- List of indicative questions
- Interviewee
- Proposed time(s)
- Length of the Interview

I am a broadcaster, where may I obtain images?

You are permitted to film in the following:

- The first fifteen minutes of the Opening ceremonies.
- The opening and closing ceremonies of the High-Level Segment
- Side event rooms
- Public exhibitions and public spaces
- Press conferences

Outside of the opening and closing ceremonies, all images from the plenary and working groups must be obtained from the Host Broadcaster. Feeds will be made available for this purpose. You can arrange to obtain these at the International Broadcast Centre (IBC), located in the International Media Centre (IMC). Details are listed below.

Where are press conferences held?

the Daily Calendar shown around the venue will show the rooms allocated of every press conference room

What languages will be spoken at the press conferences?

Press briefings by the Secretariat of the Convention on Biological Diversity and the Government of China will be Interpreted in Chinese, English, French and Spanish.

How will I gain access to the Press Conference Room?

Media personnel are requested to gain access to the allocated Press Briefing room 15 minutes in advance.

What facilities are available to the accredited media?

The Press Center located in Pavilion 19 offers desks to the accredited media. Wireless LAN is available throughout the IMC.

Will I have to pass through screening?

All accredited press accessing the conference premises must pass through security screening, including those with equipment.

Where can I obtain information about the latest events and activities at the Conference?

The “Media Centre” is the of activity and information for media at the conference. Lists of Press conferences of the day, events and activities are updated and made available daily. The programme of meetings, side-events and press conferences will also be posted on the on-line schedule, which displays information on CCTV screens around the conference site. Staff at the International Media Centre will also be glad to assist you with queries.

Can you send me a list of CBD accredited media persons?

Information on media accreditation for CBD meetings is for internal use only and confidential. The CBD Secretariat does not distribute media lists.

I would like to stay informed about CBD news and events. Can you add me to your mailing list?

If you wish to be added to the CBD’s media mailing list, send a message to press@CBD.int. Alternatively, when you begin the media accreditation process, you will have an opportunity to sign up for this service.

Disclaimer

The CBD reserves the right to deny or withdraw accreditation for activities that violate the principles of the Charter or the codes of behaviour and/or ethics of journalism and/or the United Nations. At any time, the CBD Secretariat may revoke accreditation if it is put to improper use; if it has been used to abuse the privileges so extended; or if personal or public conduct is not consistent with the best interest of the Organization. The press badge must not be loaned to another person; UN Security will confiscate any pass in the possession of any individual to whom it was not issued.

Annex C – Virtual Platform User Guide

USER GUIDE AND INFORMATION FOR THE OFFICIAL SESSIONS

This user guide is divided into four sections: (i) Registration, (ii) Official Meeting Sessions, (iii) How to join the meeting, (iv) Meeting Platform Testing Schedule, (v) Technical and hardware requirements, (v) Technical support, (vi) Platform user guide.

I. REGISTRATION

The Part I of the Fifteenth meeting of the Conference of the Parties to the Convention on Biological Diversity (COP-15), the Tenth meeting of the Conference of the Parties serving as the meeting of the Parties to Cartagena Protocol on Biosafety (CP-MOP-10) and the Fourth meeting of the Conference of the Parties serving as the meeting of the Parties to the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (NP-MOP-4), (hereinafter “the Meetings”) will take place in a Hybrid format, onsite participants will be at the Kunming Dianchi International Convention and Exhibition Center and virtual participation on the Interactio platform for all participants outside of China from 11-15 October 2021.

The procedure for registration is outlined in Section 4 above. All participants registered for the Meetings will receive a “Priority Pass E-mail” from the Secretariat containing a personalized login and password. Please ensure you retain this for the duration of the meeting, also please check your spam e-mails in case of non-receipt.

Parties can have up to 5 speakers and Organizations can have up to 2 speakers accessing the platform at the same time as a ‘Speaker’. All registered participants can access the platform as ‘Viewers’ and can access and use the chat. Upon sign-in members of the delegations/organizations may select ‘Speaker’ or ‘Viewer’. Those selecting ‘Speaker’ will see a listing of your delegations’ “Speakers” that are already logged into the Interactio platform. This will facilitate communication within delegations/organizations as to which of its members are using the “Speaker” function.

The meeting links are accessed through the daily calendar which is on the meeting home page at: <https://www.cbd.int/conferences/2021-2022>.

II. OFFICIAL MEETING SESSIONS

The Plenary sessions are scheduled on 11 and 15 October 2021. A High-Level segment is scheduled on 12-13 October 2021 and an Ecological Civilization forum is scheduled on 14-15 October 2021. Please check the schedule at: <https://www.cbd.int/conferences/2021-2022> for the timings of the sessions. The agendas of the Meetings can be found on the meeting home page. The Interactio Platform will be used for sessions and will be operational one hour ahead and we encourage you to join early to ensure connectivity.

The sessions will be Interpreted in the 6 UN Languages and access to language selection is available for Viewers and Speakers on the Interactio platform. The meeting will be broadcasted live in all 6 Un languages on YouTube (with a minimum delay in the broadcast).

III. HOW TO JOIN THE MEETING:

Please follow these steps to join the meeting:

Joining from the Calendar home page: <https://www.cbd.int/conferences/2021-2022>

- From the meeting home page, select “Join the Meeting”
- From the meeting calendar, click on the session you wish to connect to.
- Enter your login and password that was provided by the Secretariat in your “Priority Pass E-mail”
- Select “remember me”, which will allow your browser to save your credentials for the duration of the meetings.
- Choose whether you wish to connect as Speaker or Viewer – and you will be directed to the virtual session. 5 speakers for parties and 2 speakers per organization applies for all of the sessions of the meeting.

IV. MEETING PLATFORM TESTING

Testing will be provided for participants daily from 11-15 October 2021, 30 minutes before the start of the session. The Interactio Platform for sessions will be operational one hour ahead. Please see schedule at: <https://www.cbd.int/conferences/2021-2022> for timings of sessions.

V. TECHNICAL AND HARDWARE REQUIREMENTS

- A computer or laptop is preferred.
- Reliable internet connection, preferably using wired connection and that you close all other programs running on your computer to dedicate more resources to the virtual meeting sessions and sit as close as possible to your WIFI router to maximize your signal strength.
- For optimal sound quality and to avoid noise and feedback, a hard-wired headset with noise cancellation and microphone is highly recommended.
- You can test your connectivity in advance of training and meeting sessions through this link: <https://troubleshooter.interactio.io/>

VI. TECHNICAL SUPPORT:

The Secretariat is providing technical help for the meetings from one hour before Plenary sessions and 30 minutes before contact groups as required. Support can be obtained on the meeting home page <https://www.cbd.int/conferences/2021-2022> by clicking on the “green question mark” at the bottom right of your screen (sample shown here).

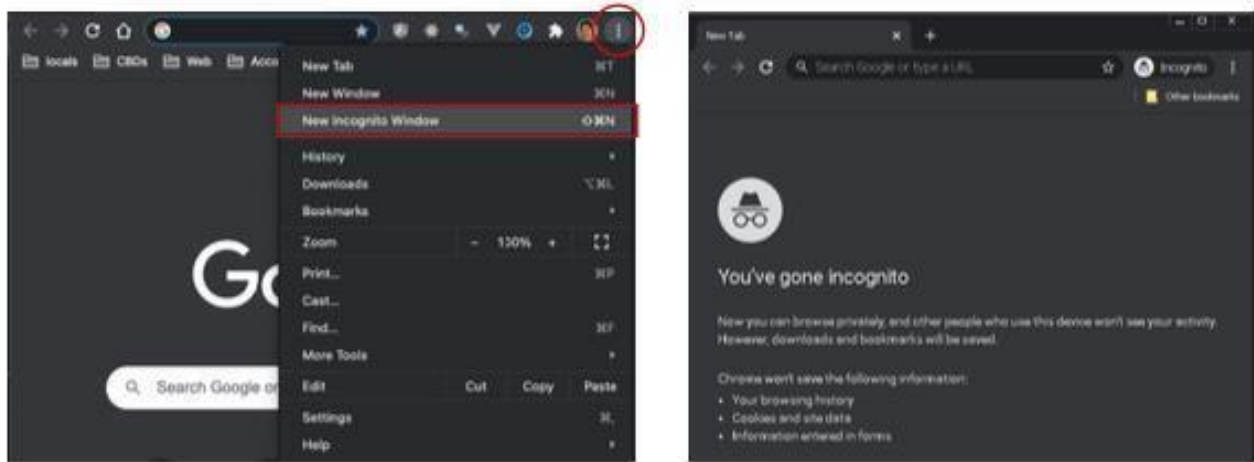


If you need to retrieve your “Login and Password”: go to the meeting home page, select “Retrieve Login and Password” and follow the instructions. It is imperative that you use the same e-mail you used to register to participate in the meetings.

VII. PLATFORM USER GUIDE FOR SPEAKERS

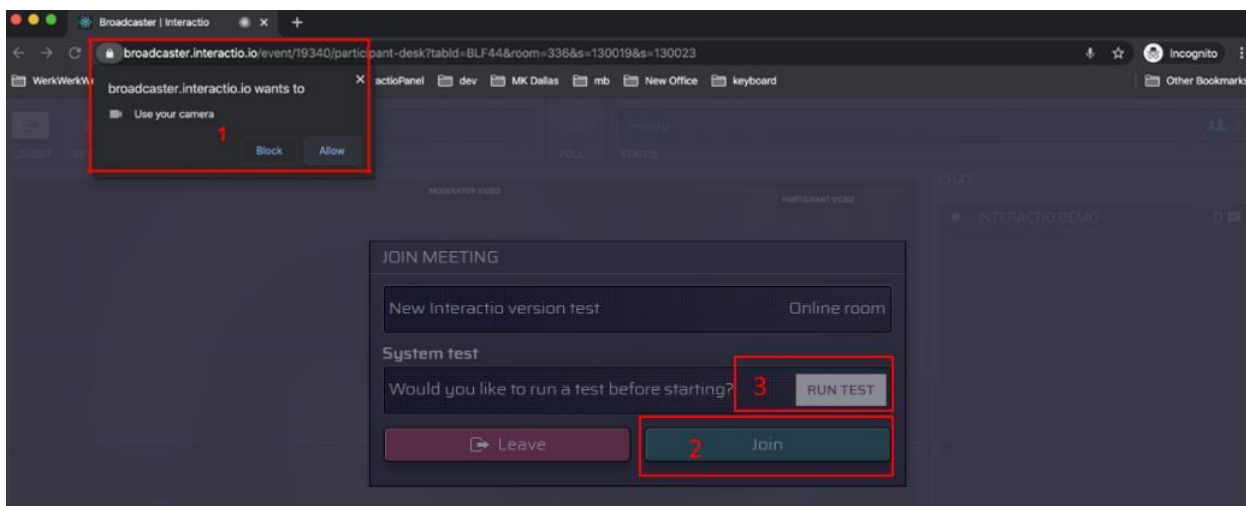
Joining the meeting

1. Open a **New Incognito window** on **Google Chrome (Recommended) (Ctrl+Shift+N)**, or **Microsoft Edge (version 79 and up) (Ctrl+ Shift+N)**, then **copy and paste the meeting link to the browser URL** field and press the **ENTER** key to go to the meeting page to sign in. Please test in advance with your preferred browser to make sure it works well.



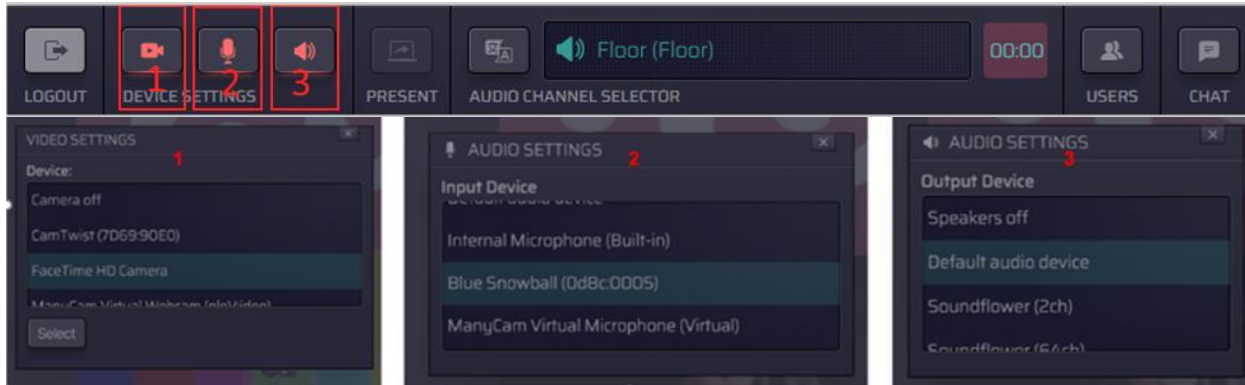
2. When prompted by the browser, **you must press “allow” to turn on your microphone and camera to activate them on the Interactio system (1)**. And press **Join** to join the meeting **(2)**.

Note: Before Joining the meeting, it is strongly recommended to **RUN TEST (3)** to make sure your internet, camera and microphone all work well.



3. Select the devices you want to use for the meeting:

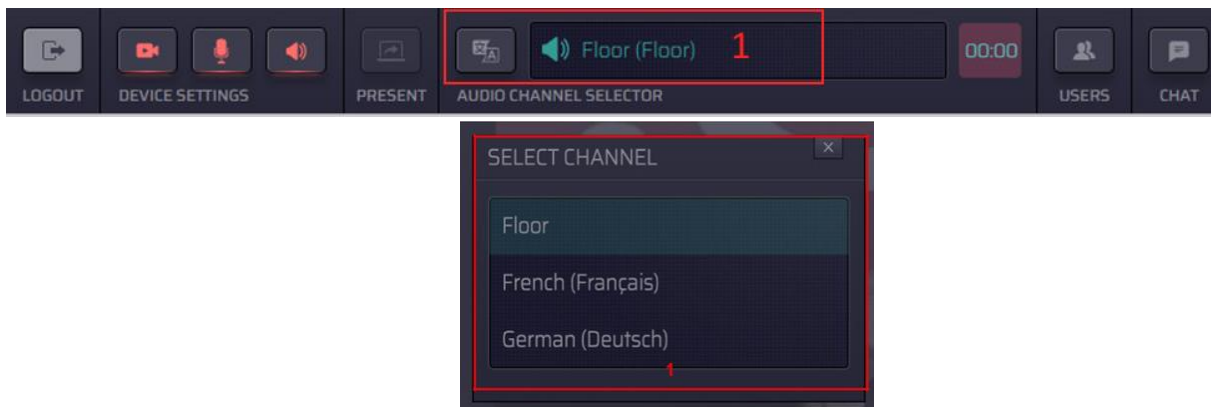
- (1) **camera** – select your camera
- (2) **microphone** - select your audio input device
- (3) **speaker/headset** – select your audio output device



During the session

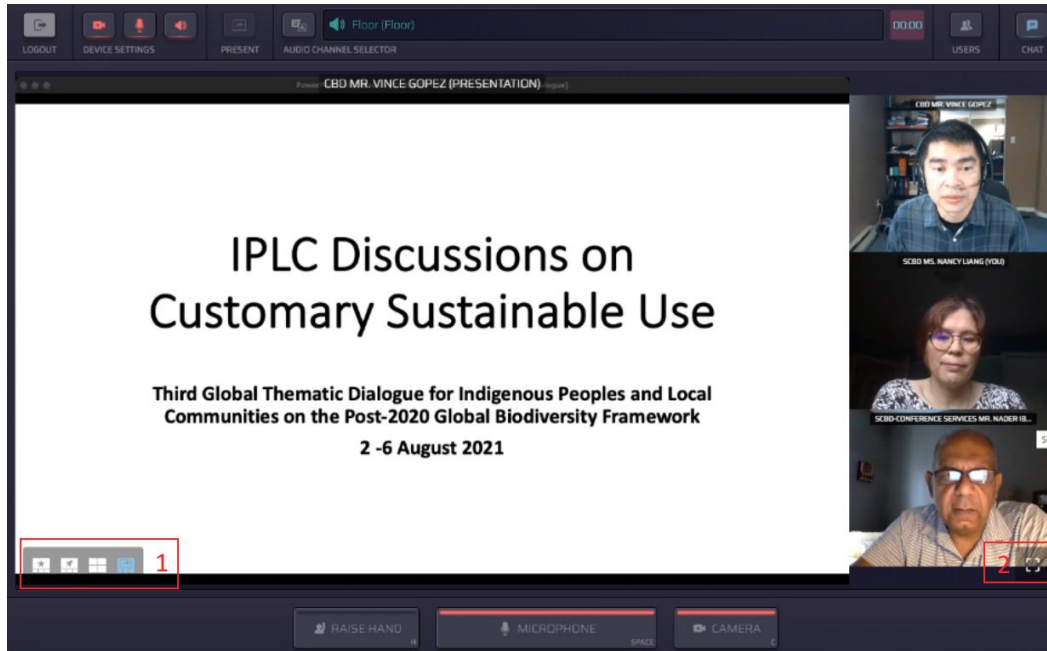
○ Language Selection

Click the **AUDIO CHANNEL SELECTOR** (1) and choose the preferred language (All 6 UN languages will be available) or the floor channel.








○ **Video Display**

Note: when your webcam is activated, your image will always be visible to you on your screen. Your image only becomes visible to everyone when you are given the floor (**Microphone and Camera button become red**), then you will be visible, and everyone can see and hear you.



1. Display mode switch, hover your mouse over the bottom left of your screen, the menu will appear.

	Star mode/active speaker: shows the person who is speaking in the main large window
	Pin mode: shows the pinned person/people in the main window(s)
	Square/Gallery mode: shows all the visible windows in the same size
	Presentation mode: show the presentation in the main large window

2.  Full screen display switch, hover your mouse over the bottom right of your screen, the full screen display option icon will appear to “enter full screen” mode.

○ **Requesting the Floor**

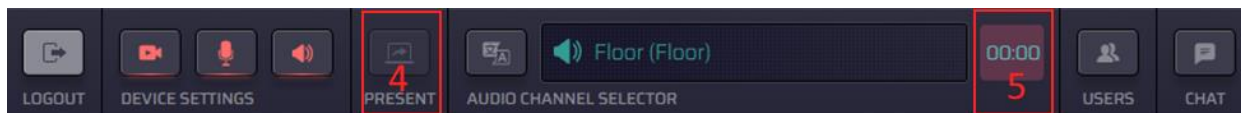
1. When you first join the meeting, the **MICROPHONE** button and **CAMERA** button are marked in **blue**, which means they are in **ready to use mode**. You will see your image in a small window on the screen visible only to you.
2. Press the **RAISE HAND** button at the bottom to indicate your wish to speak (**color becomes yellow**). Your name will be added to the queue. Please note that the floor requests appear to the Chair and moderator in chronological order of requests, while the list that appear to all delegates is in alphabetical order.

Note: Please ensure that your **MICROPHONE** and **CAMERA** are in **ready to use mode (color blue)** after you raise your hand.

- When you are given the floor, the **MICROPHONE** button and the **CAMERA** button will be activated and automatically **become red**, which means you are **live**, you will be seen and you can speak immediately.

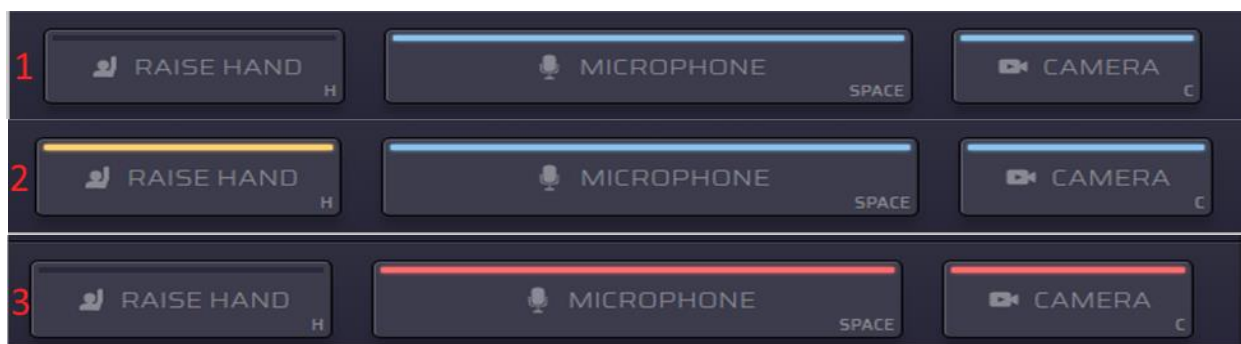
***Note:** If needed, to improve your sound quality, you can turn off your camera transmission by pressing the **CAMERA** button to change it from **red** to **no color**.*

- To share your screen for presentations, press the **PRESENT** button (4) in the red selection below. Please note that you must be live to use the present button.
 - Your presentation should already be open on your computer and ready to show on your screen.
 - Select **PRESENT** (4) and chose window where presentation is located, click on your presentation.
 - Once in presentation mode, your image will be replaced by the “presentation screen”.



- The **TIMER** (5) for interventions may be present on the menu bar of the Interactio platform (top right side) depending on the version in use. If it is active, please pay attention to the timer to keep your intervention/ speech within your allocated time.

(1. Ready to use mode **blue**, 2. Raise Hand **yellow**, 3. Live **red** and menu shows red camera and microphone)



○ **End speaking on the Floor**

When intervention is completed, microphone and camera will be closed and revert to no color mode. To speak again, please re-raise hand to request the floor.

