SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY

Online Registration User Guide for SBSTTA 24 and SBI 3

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1. Introduction

Kronos is a registration database that was developed in-house by the Secretariat of the CBD to be used for pre-registering and accrediting participants for CBD meetings and workshops. It is also used for completing the registration process onsite and issuing relevant badges. This system also allows focal points of Parties, other Governments and observers to pre-register their delegations online.

This *User Guide* is intended primarily for focal points of Parties, other Governments and observers and provides information on the registration process for the upcoming formal meetings of the **Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 24)** and the **Third meeting of the Subsidiary Body on Implementation (SBI 3)** to be held virtually from 3 May to 13 June 2021 through the *Interactio* platform.

2. Registration for SBSTTA 24 and SBI 3: Important points

The notification inviting Parties and partner organizations to make nominations and also describing the nomination procedure is available here: http://www.cbd.int/doc/notifications/2021/ntf-2021-026-sbstta-sbi-en.pdf. More information, including links to the formal sessions, is available at the following address: https://www.cbd.int/conferences/sbstta24-sbi3.

2.1 ONLINE REGISTRATION

As a focal point of your government or organization, you will receive an e-mail containing an exclusive (unique to your government or organization only) link, through which you can register your delegation to either SBSTTA 24, SBI 3, or to both meetings. You must use this link to pre-register the delegation in the online system.

You must assign the role for each delegate, as appropriate and as outlined in the notification. The assigning of roles will be at the sole discretion of each delegation. Please conclude any internal coordination and consultation prior to assigning the roles online.

To complete the online registration, please make sure to send the official letter of nomination, addressed to the Executive Secretary, either by fax to +1 514 288 6588, or by e-mail as a scanned attachment to: secretariat@cbd.int.

Once the official letter is received by the Secretariat, the pre-registered participant(s) will be validated. Designated speakers and viewers will receive their respective login credentials a few days before the start of the meeting.

2.2 NUMBER OF DELEGATES

In order to ensure the security of the meetings and proper identification of those speaking on behalf of delegations, speaker(s) need to be designated well in advance of the start of the meetings. Taking into account the technical limitations, the number of participants, designated as speakers and additional

delegates with access to the *Interactio* platform, will be limited for each of the meetings of SBSTTA and SBI as follows:

Parties and other Governments: 15 delegates. This includes 4 speakers for plenary sessions, an additional 5 speakers for contact groups and additional 6 viewers.

UN organizations and IGOs: 6 delegates. This includes 2 speakers for plenary sessions, an additional 2 speakers for contact groups and additional 2 viewers.

All other organizations: 4 delegates. This includes 1 speaker for plenary sessions, an additional 1 speaker for contact groups and additional 2 viewers.

Governments and organizations may nominate additional members of their delegation, but these delegates will not have access to the *Interactio* platform. Additional delegates, however, will be included in the final list of participants.

2.3 ASSIGNING ROLES

To ensure uninterrupted streaming, taking into consideration load-capacity, internet connections, delegates' devices and platform capacity, your cooperation is requested to keep the number of speaker to 2-3 during any session. ***Note that a speaker can log in as a viewer using the same credentials at any time (instruction will be provided).***

When registering your delegation online, you must assign the role for each delegate, as appropriate. The assigning of roles will be at the sole discretion of each delegation. Please conclude any internal coordination and consultation prior to assigning the roles online.

The *Interactio* roles that can be assigned through online registration system are:

Role	Meaning
Speaker for Plenary, Contact group and Viewer	Can speak at plenary sessions and contact groups. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference.
Speaker for Contact group and Viewer	Can speak at contact groups but not at plenary sessions. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference.
Viewer for Plenary and Contact group	Can log in as 'Viewer' in webcasting mode to plenary sessions and contact groups and select their language of preference. Cannot speak at plenary sessions or contact groups.
Additional delegates to appear on the participant list	No speaking or viewing rights. Will be included in final list of participants. May view plenary sessions on You Tube (stream can be delayed by 3-5 min).

2.4 IMPORTANCE OF E-MAIL AND MOBILE NUMBER

Before proceeding to the nomination page, you will be requested to verify the existing e-mail address and mobile number for each delegate. Designated speakers and viewers will receive their respective login credentials a few days before the start of the meeting. It is therefore very important to provide a unique e-mail address for each designated speaker and viewer in order for him/her to receive the unique login credentials. Mobile numbers are important so that the Secretariat's technical support unit can reach participants in case of connectivity issues, as necessary.

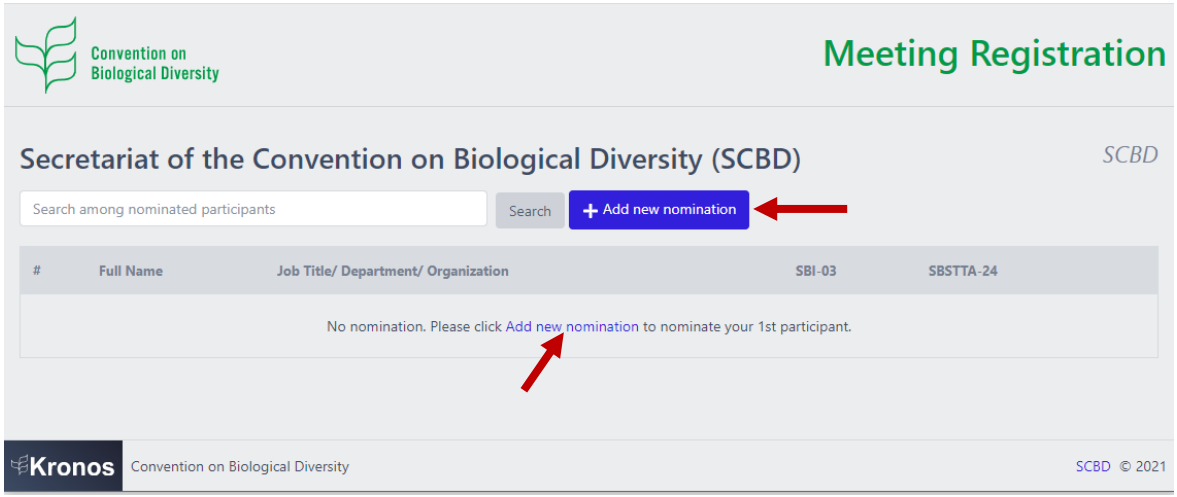
3. How to register your delegation online

Please follow the steps described below to register your delegation online using the Kronos registration system:

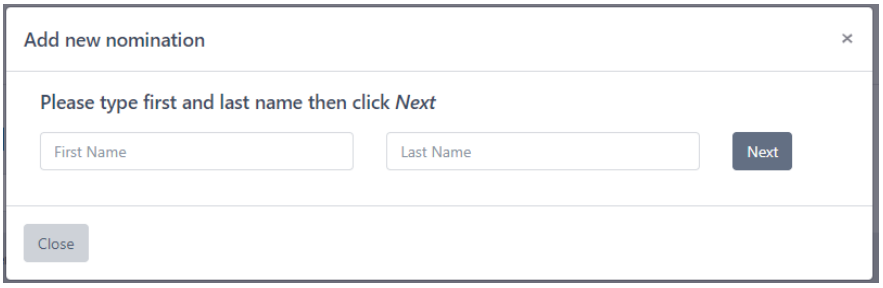
3.1 HOW TO REGISTER A PARTICIPANT?

Step 1: Click on the unique online link that you received. You will see your personal Kronos online registration web page. The country name of your government or the title of your organization will be clearly indicated.

Step 2: Click on **Add new nomination** (button or link).



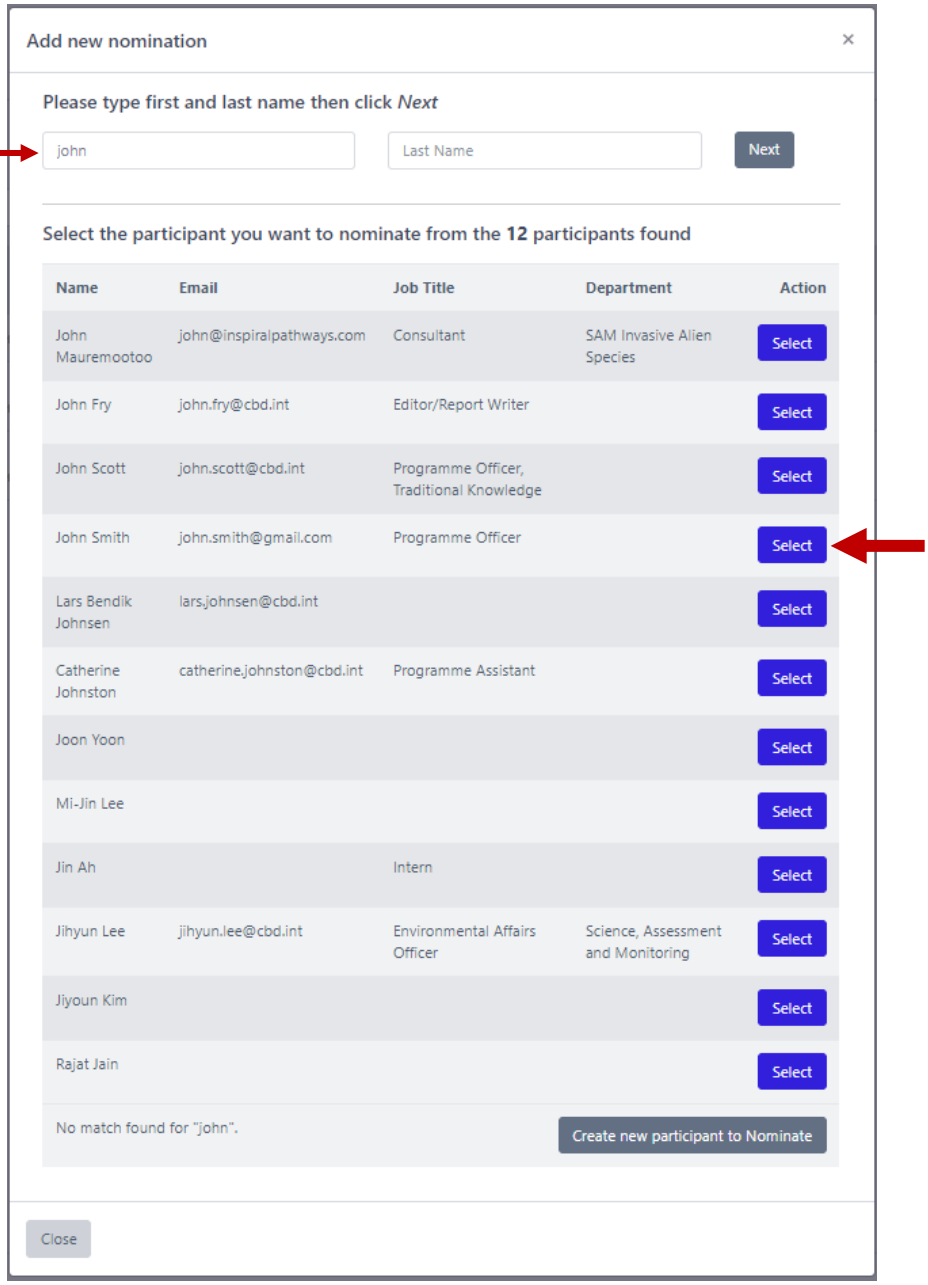
"Add new nomination" pop-up box opens.



Step 3: In the "Add new nomination" pop-up box, type the first or last name of the delegate in the two boxes provided.

All the names corresponding to the letters you type will automatically appear in the list below. You can keep on typing the letters to narrow your search – the list will change as new entries are found corresponding to what you type.

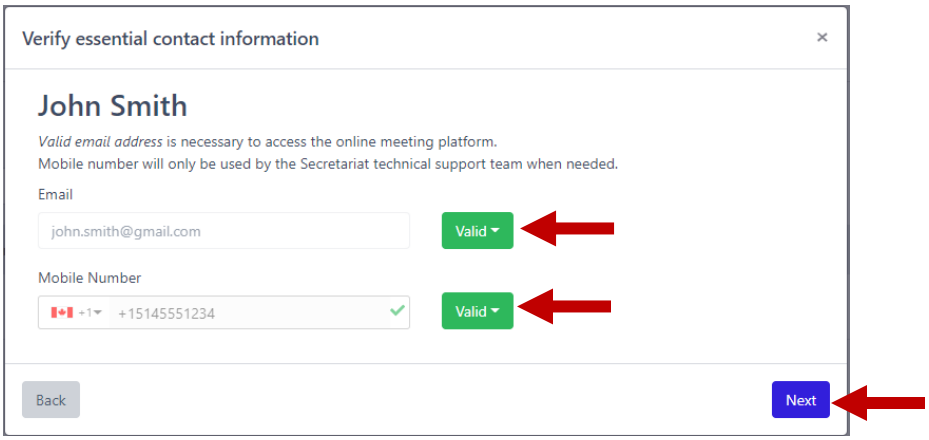
If the delegate is found, click on **Select** next to his/her name and continue with the steps below until **Step 6** (inclusive). **If the delegate is not found, go to Step 7.**



Step 4: The "Verify essential contact information" pop-up box opens asking you to verify Email and Mobile Number of the participant. This step is very important. Entering Email is mandatory.

The self-explanatory options for *Email* are: 'Valid Email', 'Change Email'. The self-explanatory options for *Mobile Number* are: 'Valid Mobile', 'Change Mobile', 'No Mobile phone'.

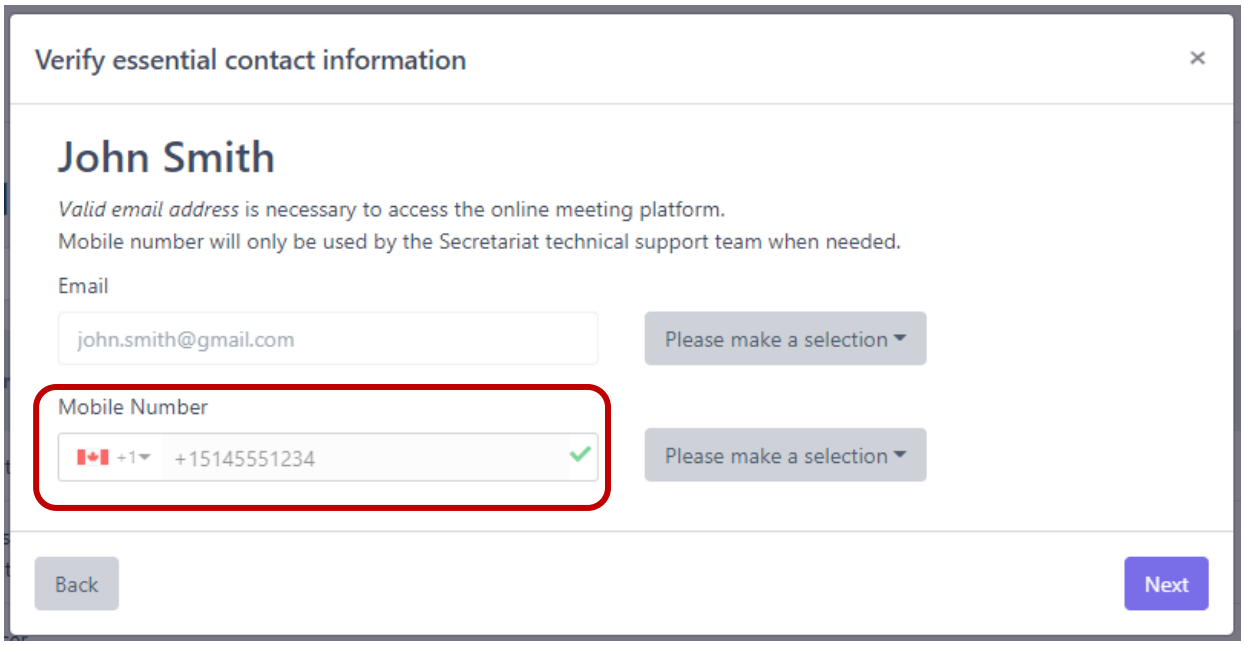
Make your selections for each and click **Next**.



Tips for entering phone numbers:

There are two ways:

- Select your country from the drop-down list and then type your local number. **OR**
- Type the full number (without selecting the country): include the international code and make sure to precede it by the '+' sign. For example: +1 514 555 1234.



Step 5: The "Nominate participant" pop-up box opens where you can select the meeting(s) and assign role(s).

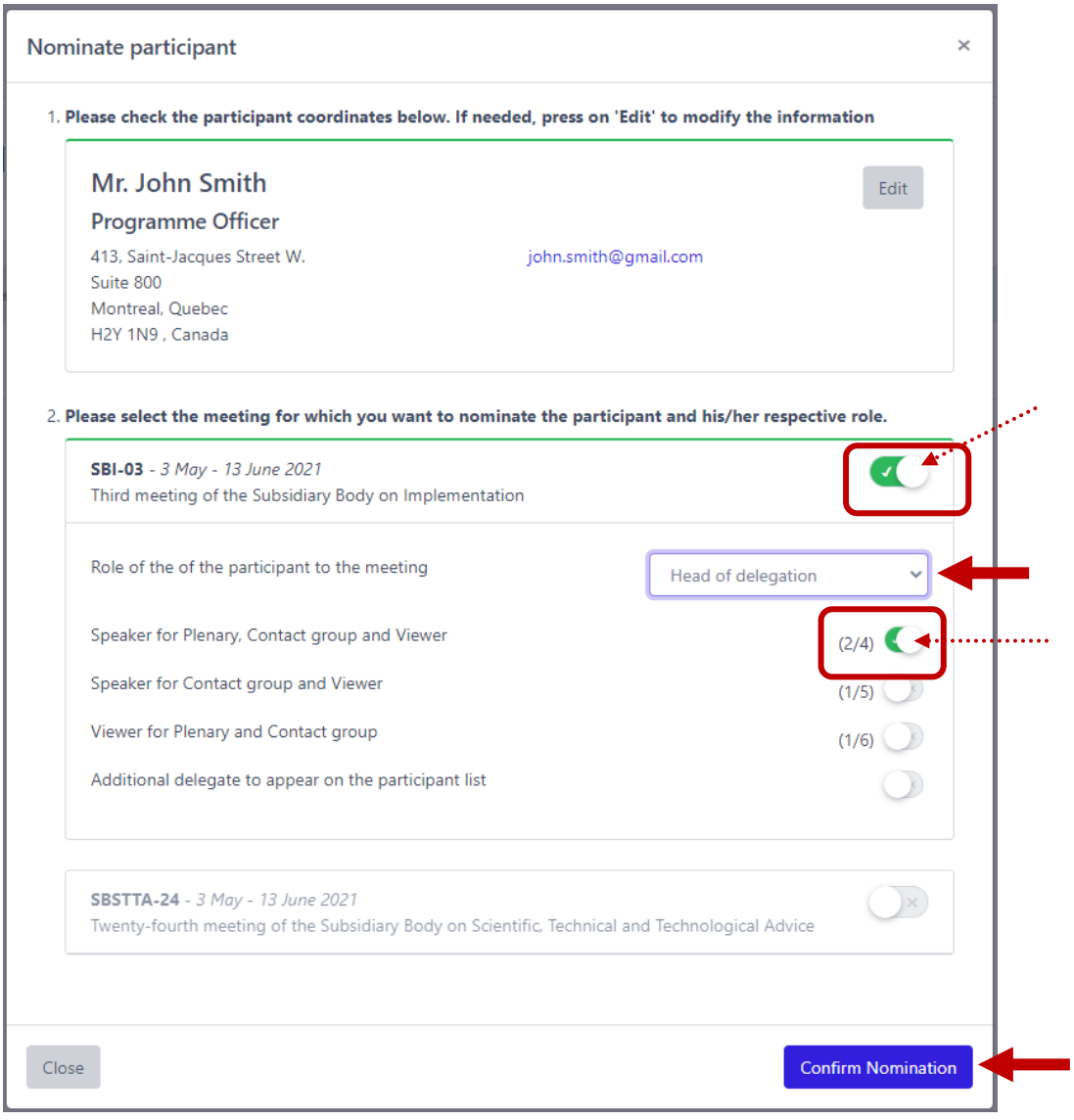
Perform the following:

1. Select the meeting by clicking on the white circle corresponding to each meeting. The button becomes **GREEN**.

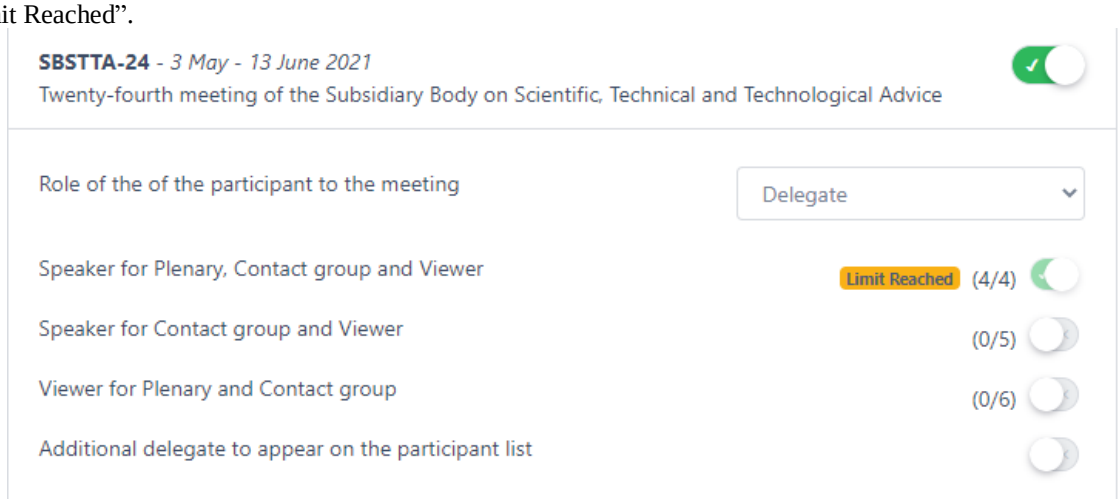
2. From the 'Delegate' drop-down list, select one of the following options: *Delegate, Head of delegation, Alternate head of delegation*.

3. Select the role by clicking on the corresponding white circle. The button becomes **GREEN**. For description of roles, see *Section 3.2*.

4. Click **Confirm Nomination**.



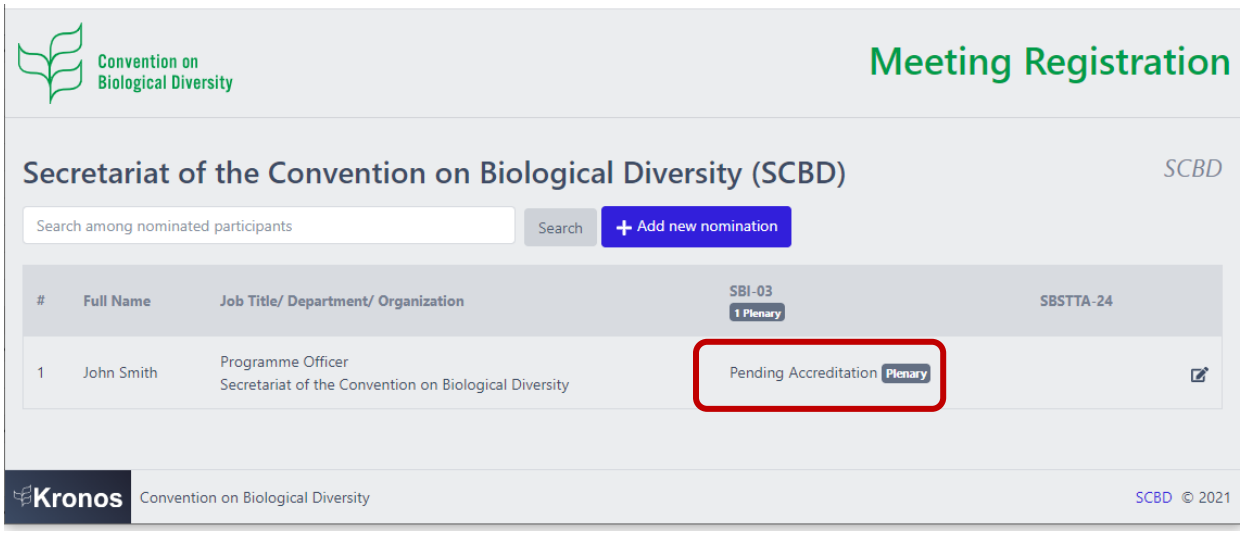
Note: Once you reach the maximum limit for each role, the system will automatically notify you by showing "Limit Reached".



Step 6: Once you click **Confirm Nomination**, a pop-up box opens reminding you to send the official letter of nomination to the Secretariat. Simply click **Close** to close the pop-up box.

RESULT:

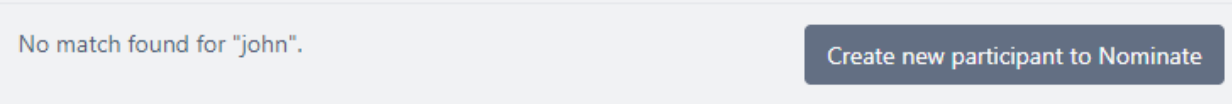
The name of the registered delegate appears on the list on the main online registration web page. The delegate will have "Pending Accreditation" status. His/her role will also be indicated.



Once validated by the Secretariat, the status will change to "Accredited".

Follow the steps below if the delegate <u>is not found</u> in Kronos (it is a new nomination):

<u>Step 7</u>: Click the **Create new participant to Nominate** button.

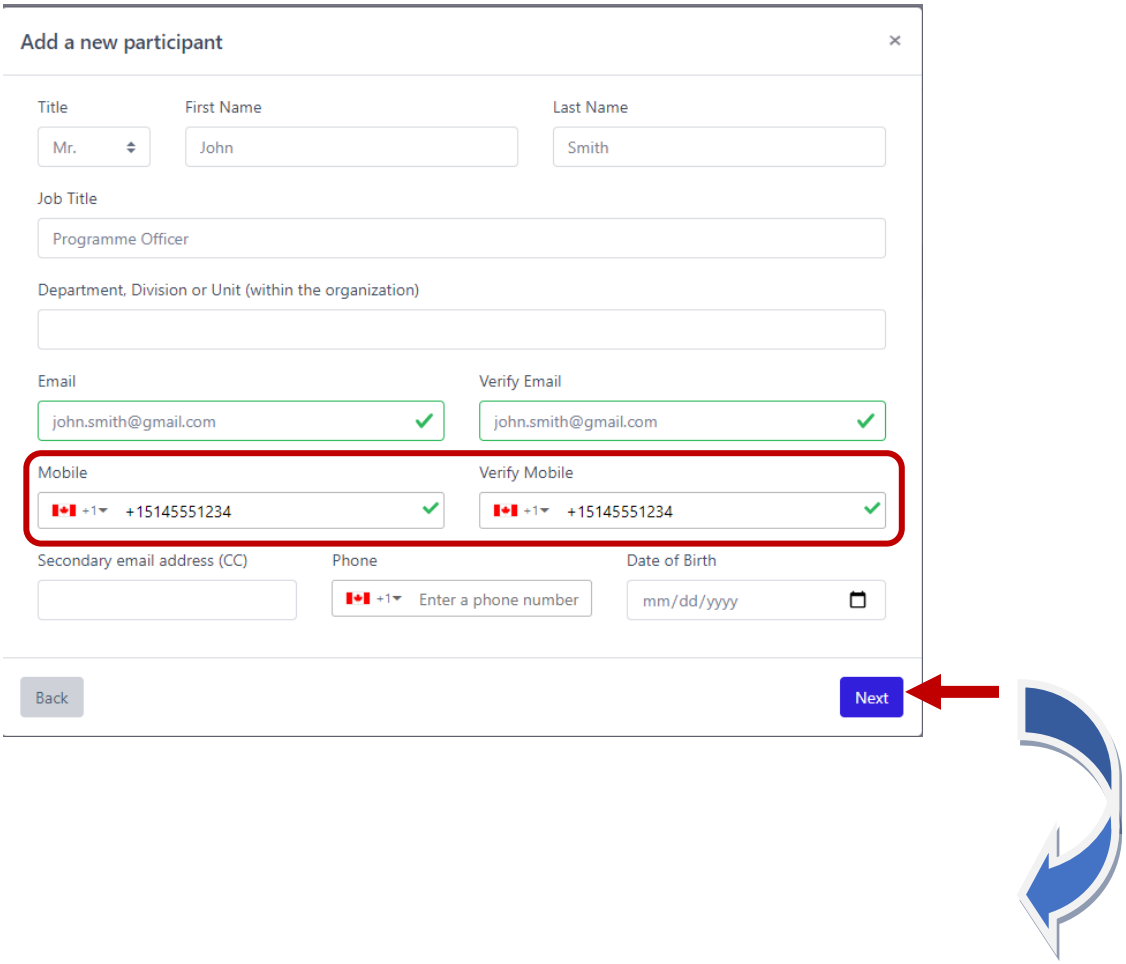


<u>Step 8</u>: "Add a new participant" pop-up box opens. Enter the name and contact information. Then click **Next**.

Tips for entering phone numbers:

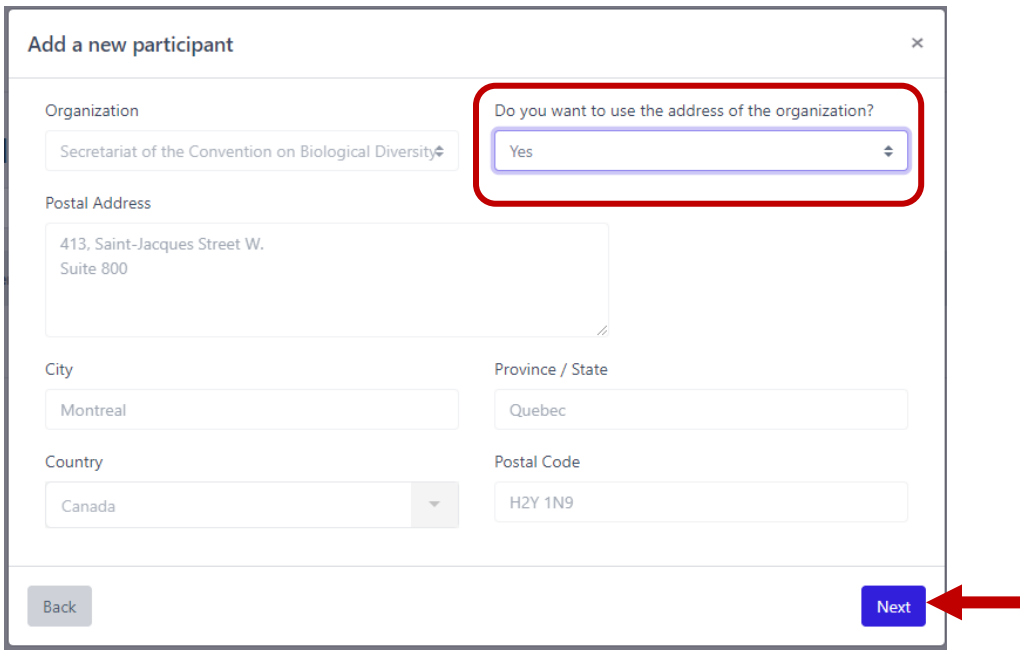
There are two ways:

- Select your country from the drop-down list and then type your local number. **OR**
- Type the full number (without selecting the country): include the international code and make sure to precede it by the '+' sign. For example: <u>+1</u> 514 555 1234.



➢ Another "Add a new participant" pop-up box opens asking you to enter further information. Once done, click **Next**.

Tip: If the participant's address is different from the one of the organization, select "No" in "Do you want to use the address of the organization?", and enter the new address. If not, select "Yes".



Step 9: The "Nominate participant" pop-up box opens where you can select the meeting(s) and assign role(s).

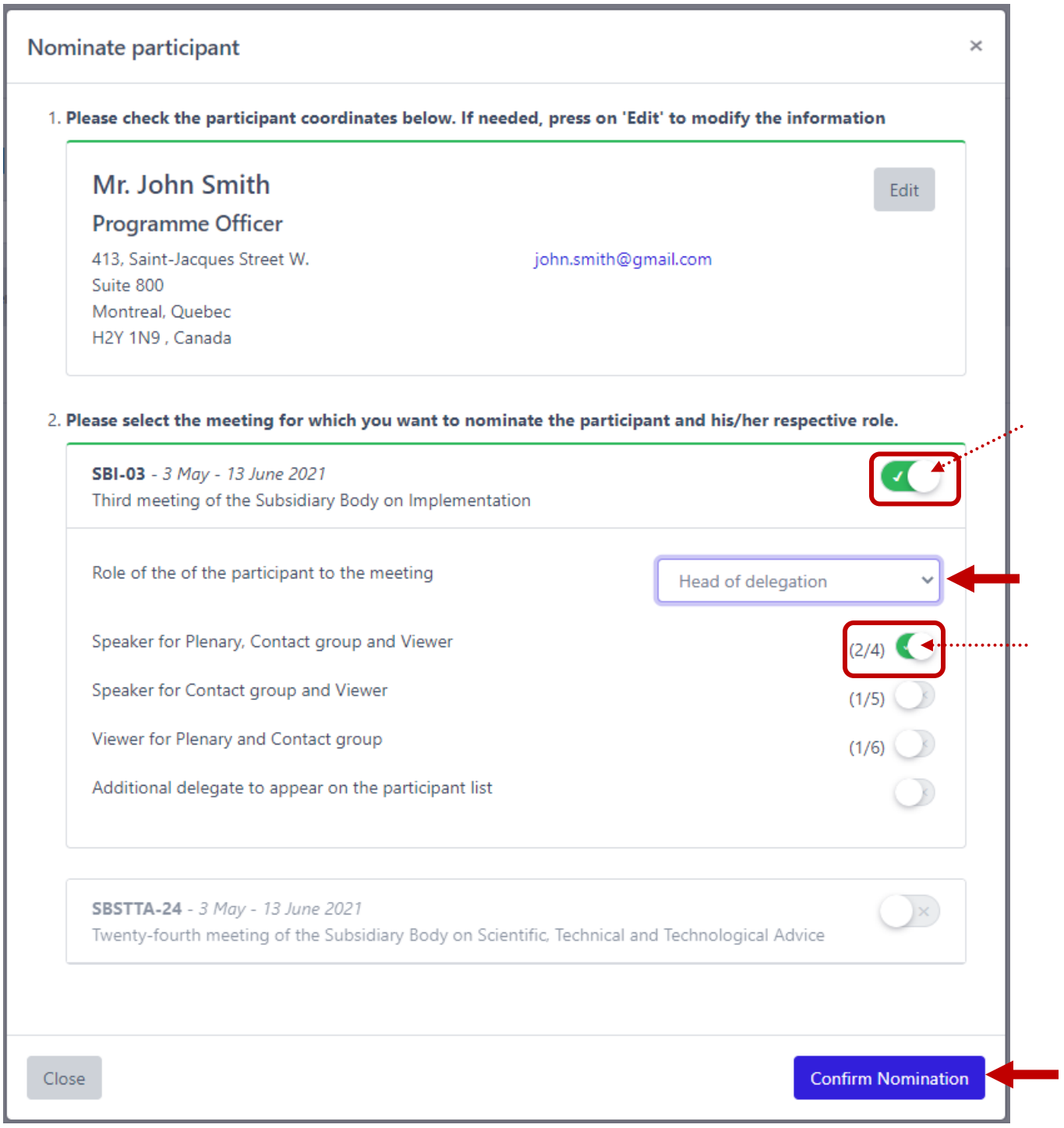
Perform the following:

4. Select the meeting by clicking on the white circle corresponding to each meeting. The button becomes **GREEN**.

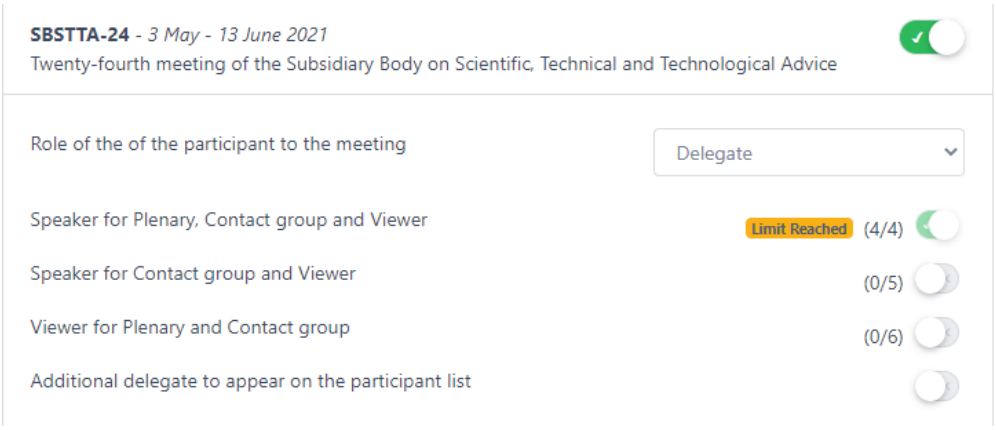
5. From the 'Delegate' drop-down list, select one of the following options: *Delegate, Head of delegation, Alternate head of delegation*.

6. Select the role by clicking on the corresponding white circle. The button becomes **GREEN**. For description of roles, see *Section 3.2*.

4. Click **Confirm Nomination**.


Nominate participant
1. Please check the participant coordinates below. If needed, press on 'Edit' to modify the information
Mr. John Smith
Programme Officer
Edit
413, Saint-Jacques Street W.
Suite 800
Montreal, Quebec
H2Y 1N9 , Canada
john.smith@gmail.com
2. Please select the meeting for which you want to nominate the participant and his/her respective role.
SBI-03 - 3 May - 13 June 2021
Third meeting of the Subsidiary Body on Implementation
Role of the of the participant to the meeting
Head of delegation
Speaker for Plenary, Contact group and Viewer
(2/4)
Speaker for Contact group and Viewer
(1/5)
Viewer for Plenary and Contact group
(1/6)
Additional delegate to appear on the participant list
SBSTTA-24 - 3 May - 13 June 2021
Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice
Close
Confirm Nomination

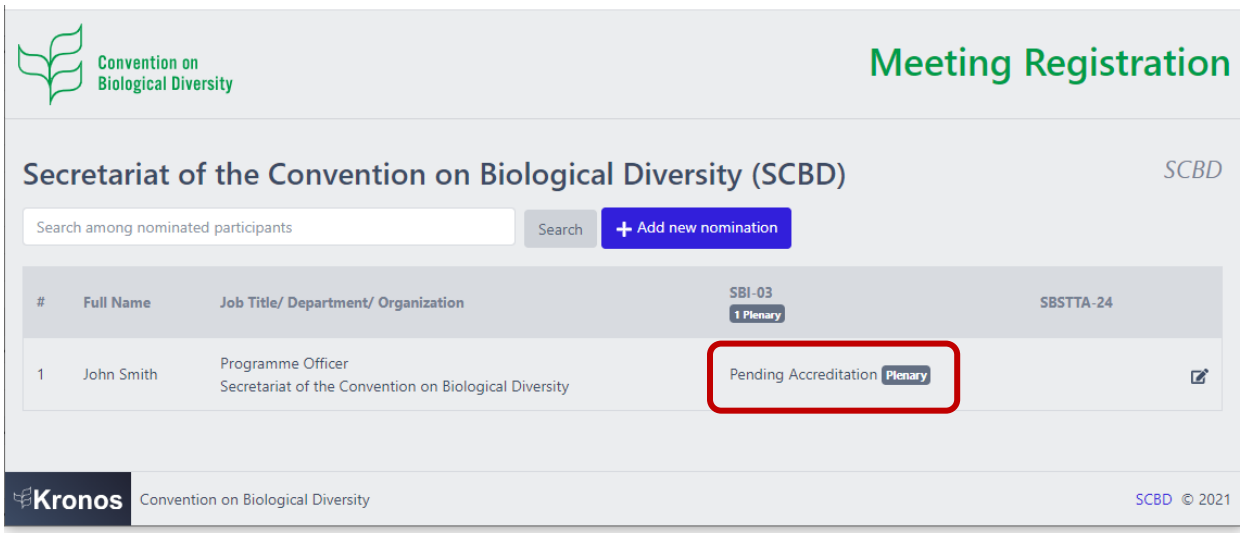
Note: Once you reach the maximum limit for each role, the system will automatically notify you by showing "Limit Reached".



<u>Step 10</u>: Once you click **Confirm Nomination**, a pop-box opens reminding you to send the official letter of nomination to the Secretariat. Simply click **Close** to close the pop-up box.

RESULT:

The name of the registered delegate will appear on the list on the main online registration web page. The delegate will have "Pending Accreditation" status. His/her role will also be indicated.



Once validated by the Secretariat, the status will change to "Accredited".

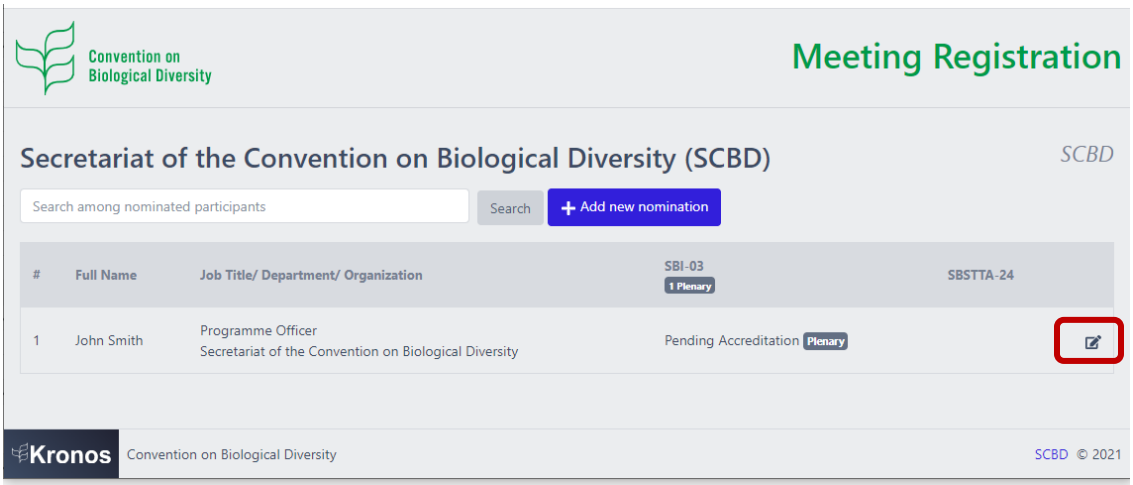
3.2 WHAT DO VARIOUS ROLES MEAN?

The *Interactio* roles that can be assigned through online registration system are:

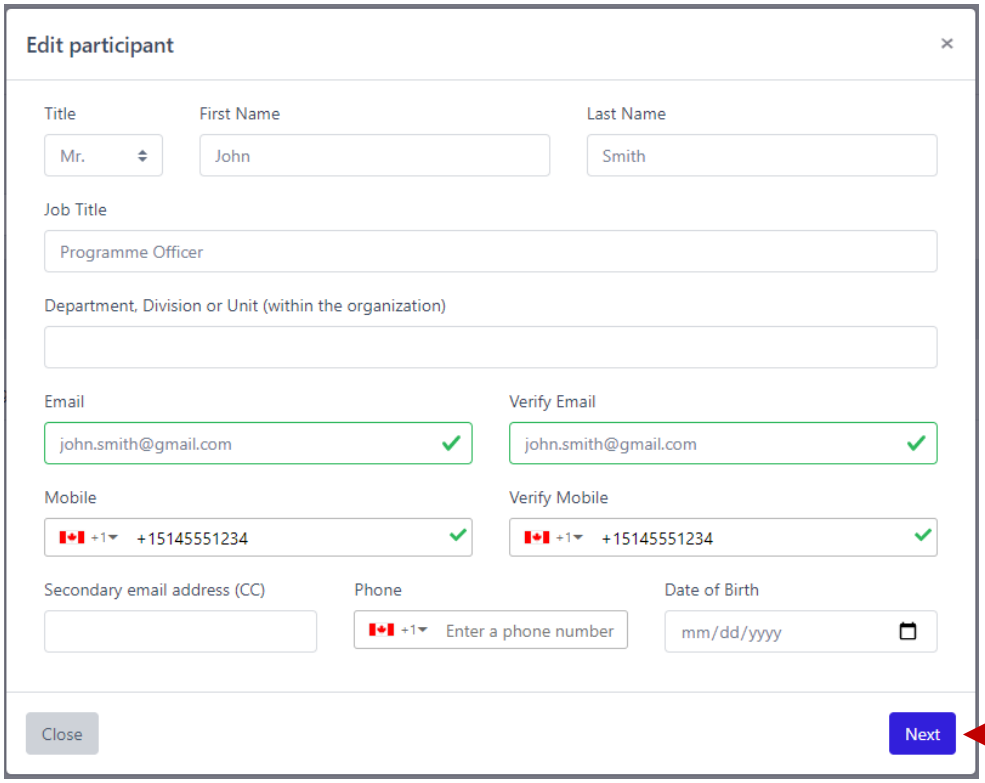
Role	Meaning
Speaker for Plenary, Contact group and Viewer	Can speak at plenary sessions and contact groups. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference.
Speaker for Contact group and Viewer	Can speak at contact groups but not at plenary sessions. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference.
Viewer for Plenary and Contact group	Can log in as 'Viewer' in webcasting mode to plenary sessions and contact groups and select their language of preference. Cannot speak at plenary sessions or contact groups.
Additional delegates to appear on the participant list	No speaking or viewing rights. Will be included in final list of participants. May view plenary sessions on You Tube (stream can be delayed by 3-5 min).

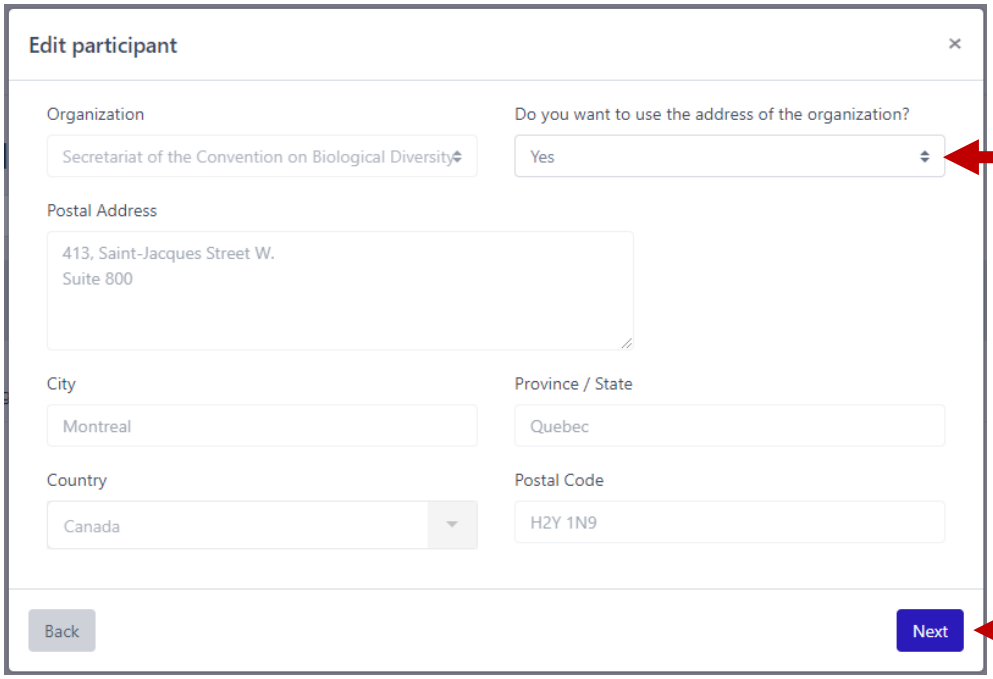
3.3 HOW TO EDIT PARTICIPANT'S CONTACT INFORMATION?

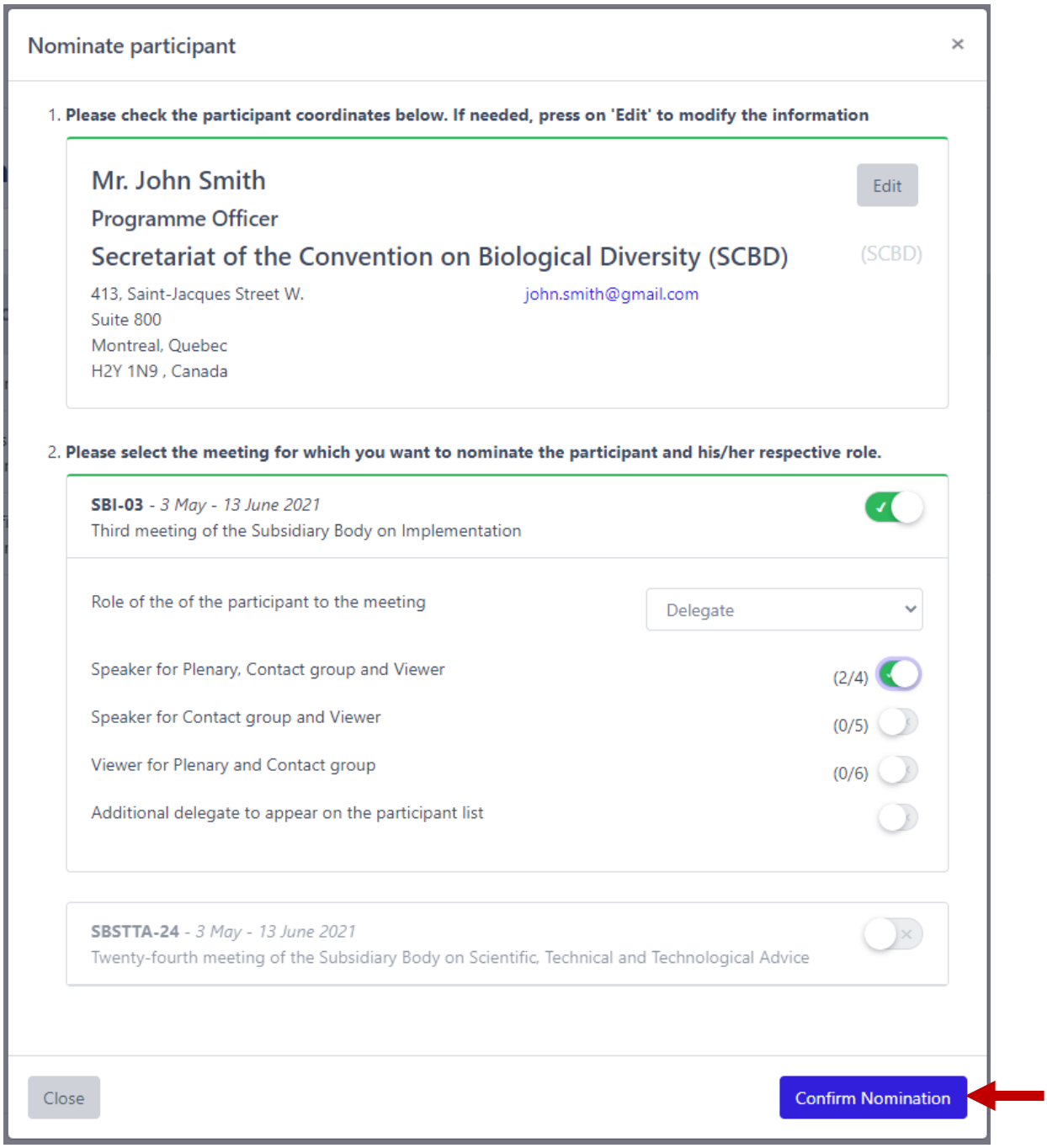
Step 1: On the main online registration page, click on the symbol, corresponding to the delegate.



Step 2: The "Edit participant" pop-up box opens. Make the changes and click **Next**. A second "Edit participant" pop-up box opens. Make further changes, if needed, and click **Next** again.





Tip: If the participant's address is different from the one of the organization, select "No" in "Do you want to use the address of the organization?", and enter the new address. If not, select "Yes".

Step 3: The "Nominate participant" pop-up box opens displaying updated contact details. Click **Confirm Nomination**.