

USER GUIDE AND INFORMATION FOR THE OFFICIAL SESSIONS

This user guide is divided into six sections: (i) training schedule, (ii) official meeting sessions, (iii) how to join the meeting, (iv) technical and hardware requirements, (v) technical support, and (vi) platform user guide for speakers.

I. TRAINING SCHEDULE

Two testing and training sessions will be provided for participants on **27 April at 8:30 am and 8:30 pm Montreal time (GMT/UTC – 4 hours)**. These sessions are designed to test internet connection and provide basic training on the use of the *Interactio* platform.

This test will enable you to determine in advance of the meetings if your internet and hardware are satisfactory or if improvement is needed. We encourage you to connect to ensure your system is ready for the formal sessions.

The link to the training sessions can be accessed through both links below:

- Meetings home page: <https://www.cbd.int/conferences/sbstta24-sbi3>
No Login or Password is required.

In the event you cannot join the training session, you can test your connectivity at any time in advance of the meeting sessions through this link: <https://troubleshooter.interactio.io/>.

II. OFFICIAL MEETING SESSIONS

The formal meetings of SBSTTA 24 and SBI 3 are scheduled from 3 May to 13 June. The agenda for the meetings can be found on the meetings home page. The *Interactio* platform for the Plenary sessions will be operational one hour ahead (as of 6:00 am Montreal time), and 30 minutes ahead of contact groups. We encourage you to join early to ensure connectivity.

Simultaneous interpretation in the six UN languages will be available during the Plenary sessions and access to language selection is available for Viewers and Speakers.

III. HOW TO JOIN THE MEETING

Please follow these steps,

- 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, as your designation allows – and you will be directed to the virtual session.

IV. 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.

V. TECHNICAL SUPPORT

The Secretariat is providing technical help for the meetings from one hour before and during the Plenary sessions and 30 minutes before and during the contact groups. Support can be obtained on the meeting home page <https://www.cbd.int/conferences/sbstta24-sbi3> by clicking on the **“green question mark”** at the bottom right of your screen (sample shown here).

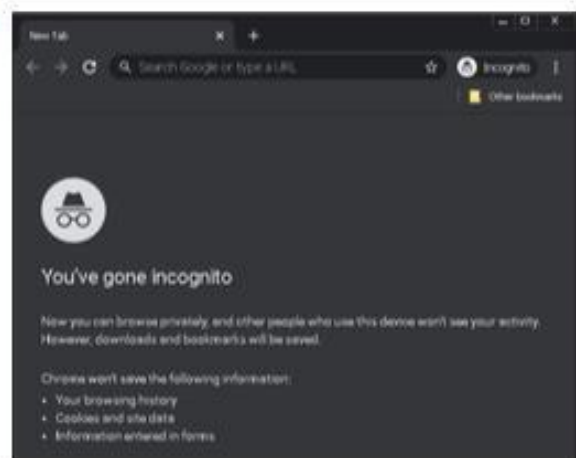
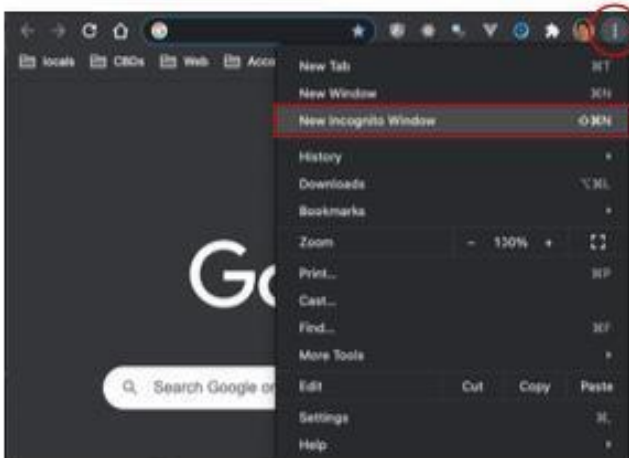


If you need to retrieve your “Login and Password”: go to the meeting home page, select “Retrieve Login and Password” and follow the instructions. It is imperative that you use the same e-mail address you used on the online registration system to participate in the meetings.

VI. PLATFORM USER GUIDE FOR SPEAKERS

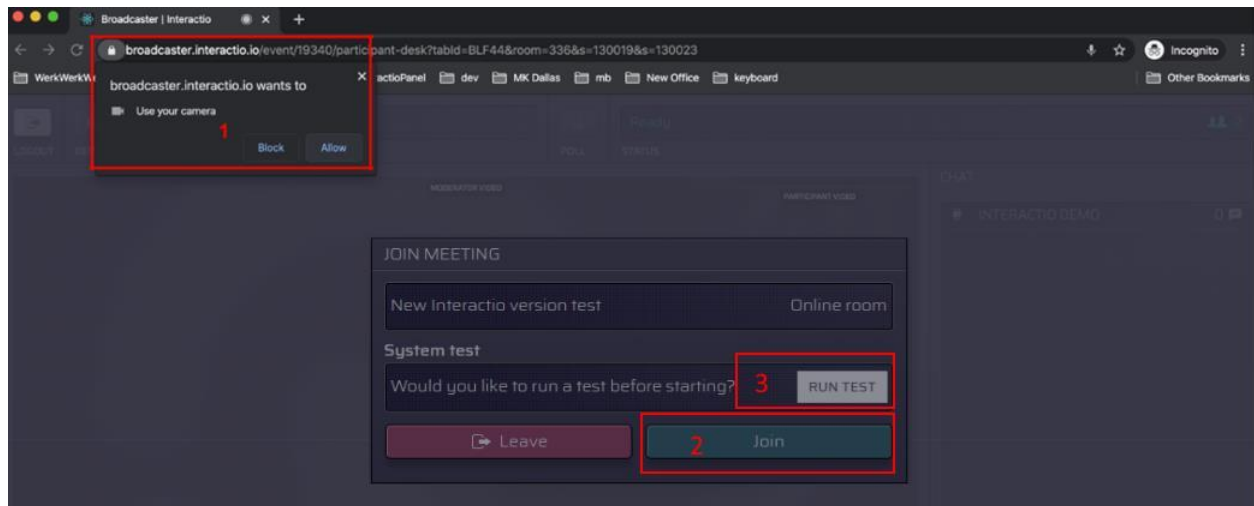
Joining the meeting

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.

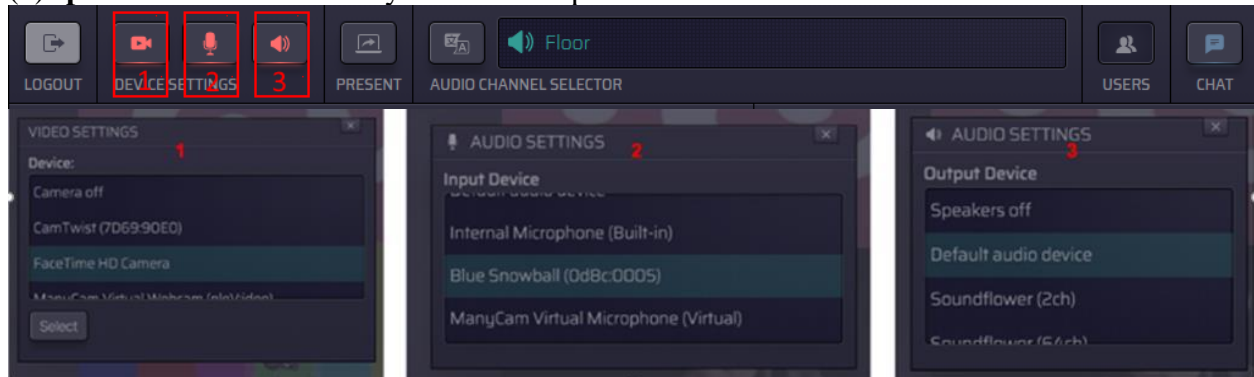


2. When prompted by the browser, **you must turn on your microphone and camera to activate them on the *Interactio* system (1)**. And press **Join** to join the meeting (2).

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



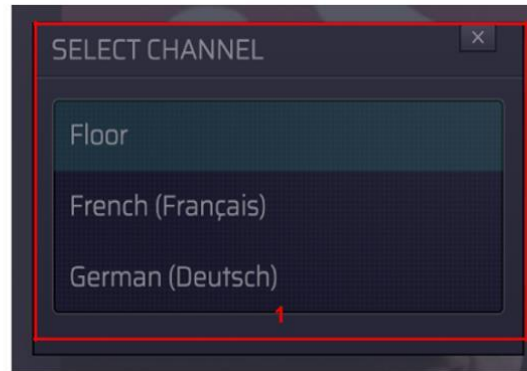
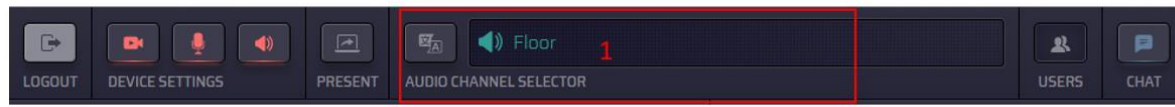
3. Select the devices you want to use for the meeting: (1) **camera** – select your camera
(2) **microphone** - select your audio input device
(3) **speaker/headset** – select your audio output device



During the session

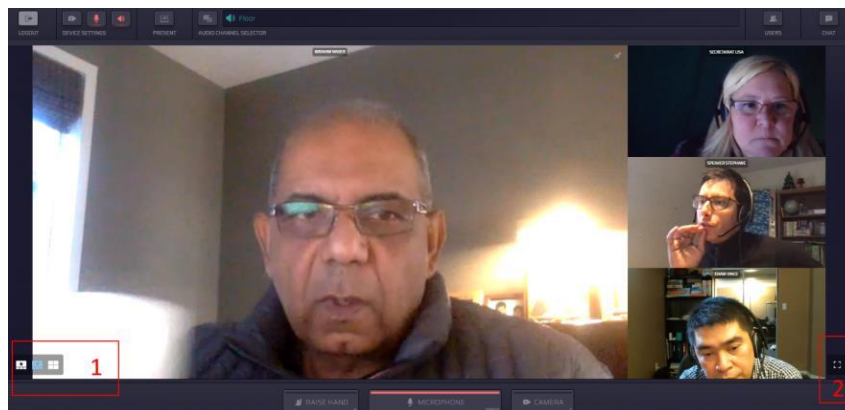
○ Language Selection

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 be visible on your screen only. This image becomes visible to everyone when your Microphone is activated live.



○ Requesting the Floor

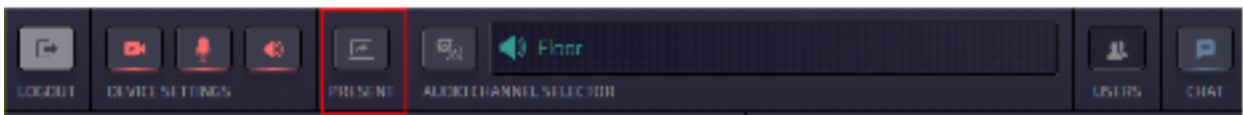
1. When you first join the meeting, the **MICROPHONE** button and **CAMERA** button are marked in **blue**, which means they are in **ready to use mode**. Please ensure that your Microphone and Camera are in Blue mode when you request the floor.
2. Press the **RAISE HAND** button at the bottom to indicate 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.

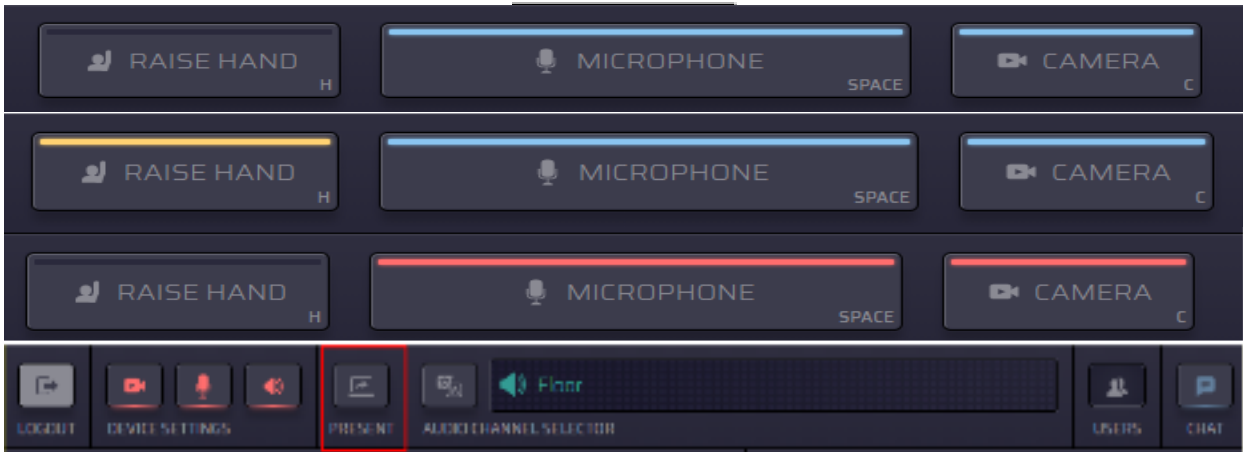
- When you are given the floor, the **MICROPHONE** button and the **CAMERA** button will be activated and automatically **become red**, which means you are live, you will be seen and you can speak immediately.

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

- To share your screen for presentations, press the **PRESENT** button 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** and chose window where presentation is located, click on your presentation.
 - Once in presentation mode, your image will be replaced by the “presentation screen”.



(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 finished speaking, your microphone will be disabled and both Camera and Microphone buttons will revert to the no color mode.

