

INFORMATION AND USER GUIDE FOR THE OFFICIAL VIRTUAL SESSIONS OF WG2020-3

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

I. REGISTRATION

The procedure for registration for the third Open-ended Working Group on the Post-2020 global Biodiversity Framework (WG2020-3) from 23 August to 3 September is outlined in the Secretariat's notification dated 4 June which can be found at the following link: <https://www.cbd.int/doc/notifications/2021/ntf-2021-041-wg-post2020-en.pdf>

The meeting will be held in a virtual format using the Interactio virtual platform. All participants registered for the WG2020-03 will receive a "Priority Pass E-mail" from the Secretariat containing a personalized login and password for use on the Interactio platform. Please ensure you retain this for the duration of the meeting, also please check your spam e-mails in case of non-receipt. We kindly request that you not share your personalized login and password.

The updated Interactio system will provide flexibility for delegates to change roles between Viewer and Speaker at any time during any of the meeting sessions, 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 may access the platform as 'Viewers'.

The meeting links are accessed through the daily calendar which is on the Post-2020 meetings home page at: <https://www.cbd.int/conferences/post2020>.

Please note that the Interactio system has been updated to facilitate participation in the virtual meetings for both Speakers and Viewers. Below are the improvements made for participants.

Speakers

Upon sign-in members of the delegations/organizations may select 'Speaker' or 'Viewer'. Those selecting 'Speaker' will now be able to 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.

Viewers

Viewers will now have the same access to the Chat as Speakers. Viewers can see and write in the Chat on the Interactio platform.

YouTube

We encourage delegates to follow the Plenary sessions on the live YouTube streaming whenever possible, this will help reduce the load and improve connectivity for participants on the Interactio system.

II. OFFICIAL MEETING SESSIONS

The meeting sessions are scheduled daily from 23 August to 3 September (except 28-29 August). The complete agenda can be found on the meeting home page. The Interactio Platform for Plenary sessions will be operational one hour ahead (as of 6:00 am Montreal time); and 30 minutes ahead of contact

group sessions. The “join the meeting” activation link is red when operational and follows the above schedule. We encourage you to join early to ensure connectivity.

The Official Plenary 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 English, French and Spanish 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 Meeting home page: <https://www.cbd.int/conferences/post2020>

- 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, Viewer or YouTube – and you will be directed to the virtual session selected. Only Speakers are limited: up to 5 speakers for Parties and up to 2 speakers per Organization applies for all the sessions of the meeting.

IV. TESTING SCHEDULE

Testing will be provided for participants daily from 23 August to 3 September (except 28-29 August), 30 minutes before the start of the session. The Interactio Platform for Plenary sessions will be operational one hour ahead (as of 6:00 am Montreal time); and 30 minutes ahead of time for contact groups. The “join the meeting” activation link is red when operational for each session.

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, if on WiFi, sit as close as possible to your 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/post2020> by clicking on the “green question mark” at the bottom right of your screen (sample shown here).

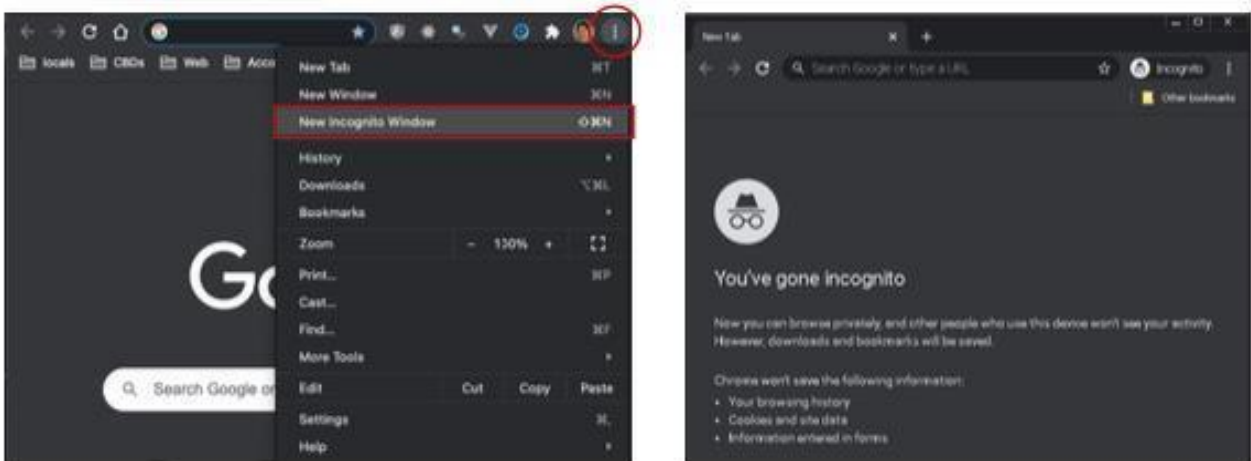


If you need to retrieve your “Login and Password”: go to the meeting home page, select “Retrieve Login and Password” and follow the instructions. It is imperative that you use the same e-mail you used to register to participate in the meetings.

VII. PLATFORM USER GUIDE FOR SPEAKERS

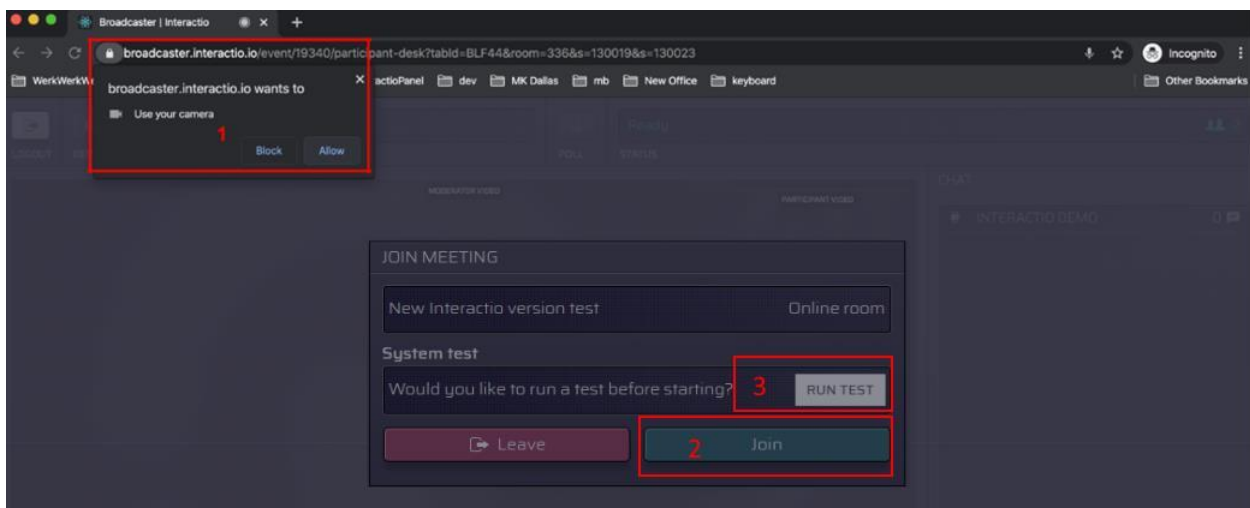
Joining the meeting

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.

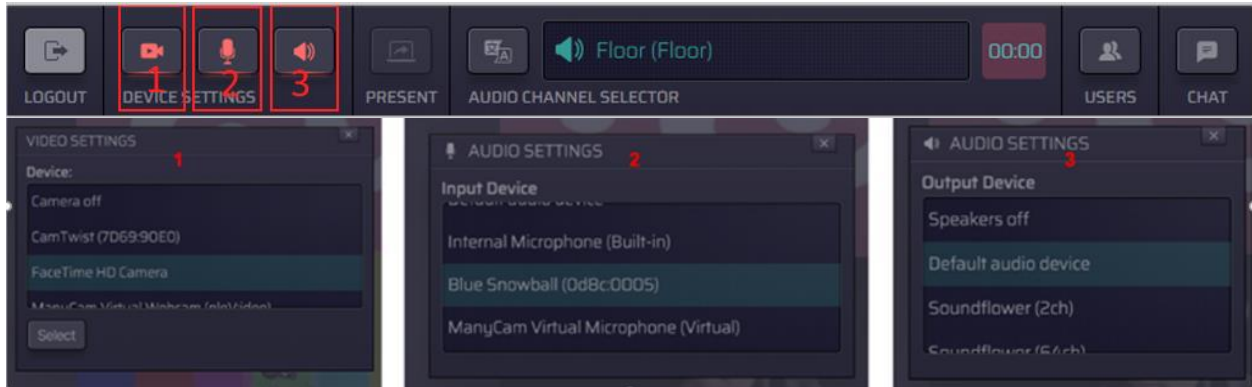


2. When prompted by the browser, **you must turn on your microphone and camera to activate them on the Interactio system (1)**. And press **Join** to join the meeting (2).

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



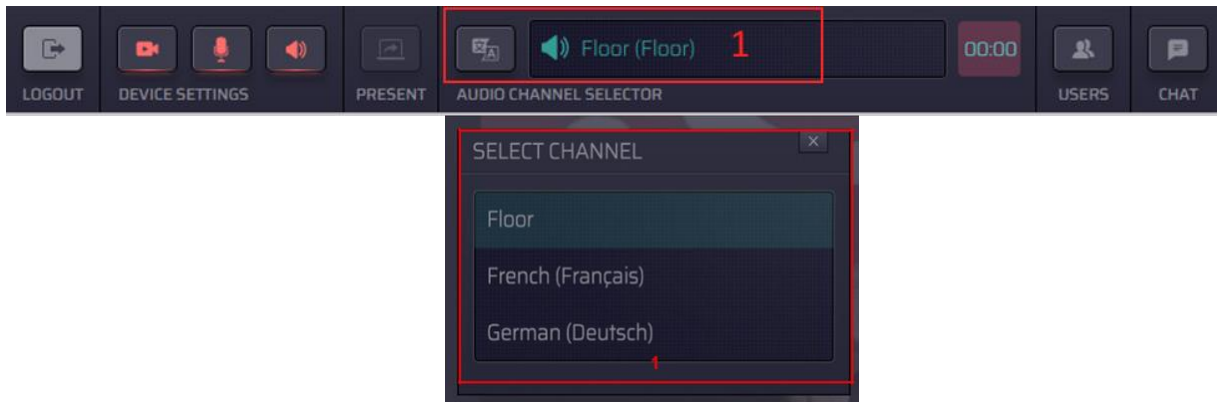
3. Select the devices you want to use for the meeting:
- (1) **camera** – select your camera
 - (2) **microphone** - select your audio input device
 - (3) **speaker/headset** – select your audio output device



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. Your image becomes visible to everyone when your Microphone and Camera are activated **live (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**

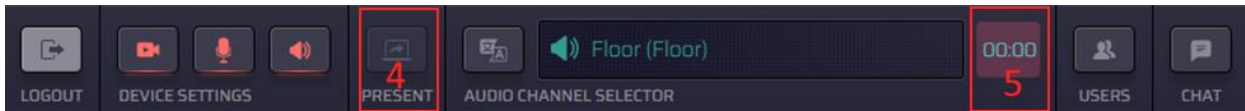
1. When you first join the meeting, the **MICROPHONE** button and **CAMERA** buttons are marked in **blue**, which means they are in **ready to use mode**. Please ensure that your Microphone and Camera are in Blue mode when you request the floor.
2. Press the **RAISE HAND** button at the bottom to indicate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

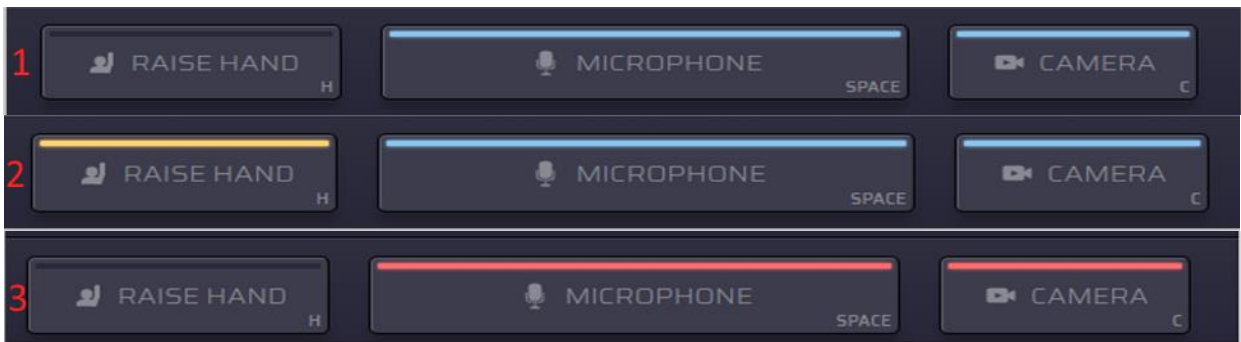
*Note: If needed, to improve your sound quality, you can do so by canceling your camera transmission signal by pressing the **CAMERA** button to change it from **red to no color**.*

- To share your screen for presentations, press the **PRESENT** button (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 has been added to the menu bar of the Interactio platform (top right side). 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 finished speaking, both Camera and Microphone buttons will revert to the initial blue color mode. To speak again, please re-raise hand to request the floor. Microphones and cameras will be closed when intervention is complete and revert to no color mode

