

Open-ended ad hoc group on measurability and indicators

Technical Recommendations for Virtual Meetings

This guide outlines the steps to be followed by participants to join and participate in the virtual meetings of the open-ended ad hoc group on measurability and indicators.

It includes information on the technical requirements of the virtual platform; how participants should identify themselves; and how they can request the floor.

Part 1: Before the Meeting:

Technical Recommendations

- Ensure you have a desktop computer or laptop with a stable internet connection.
- Check that your device is equipped with a camera, headset or loudspeaker, and microphone.
- Verify that you have the necessary software installed. WebEx software is recommended; joining from a browser is not supported.
- If needed, arrange for information technology (IT) support.
- Choose a quiet location for participation.
- To minimize echo, avoid speaking from large empty rooms/spaces.

Registration Process

Prior to the meeting, the secretariat will send an email invitation with a WebEx link for registration. The invitation information and WebEx link can also be found in the designated webpage of the event/meeting organized for the open-ended ad hoc group.

<https://www.chemicalsframework.org/page/open-ended-ad-hoc-group-measurability-and-indicators>

Click on the link provided to access the registration form. Fill out the required fields in the registration form. Each participant must use a unique email address for registration. Using a single email address for multiple participants will result in only one registration being saved.

After completing the form, click "Register" to submit your registration to the host for approval.

Upon approval by the host, you will receive a confirmation email with a personalized link to join the meeting. The confirmation email will also provide a dial-in option as a backup in case of difficulty connecting via computer.

Part 2: Joining the Meeting

Access the Meeting

Open the confirmation email about 15 minutes before the meeting starts and click on 'Join Meeting' link. Alternatively, use the dial-in option if unable to connect by computer.

Select 'Join with Computer Audio' to use your computer's microphone and speakers for meeting audio.

After clicking the link, a new window or tab will open in your web browser. If you have the Webex app installed, it may prompt you to open the meeting in the app. Choose to open in the app if prompted.

If you don't have the app installed, you can join the meeting directly from your browser. Follow the prompts to allow access to your camera and microphone when prompted by your browser.

Once the meeting window opens, you will be prompted to enter your name and email address.

Please rename yourself by adding your country or organization before your name
For example: **Organization_LastName_Name**

Click "Join Meeting" to proceed.

Part 3: During the Meeting

If you didn't rename yourself before joining the meeting, you can still change your display name during the meeting by following these steps:

- While in the meeting, locate your name in the Participants list on the right-hand side of the screen. Hover your mouse over your name until you see the "More options" (three-dot) icon appear next to it.
- Click on the "More options" icon. From the dropdown menu that appears, select the option that says "Rename" or "Edit name."
- A dialog box will appear where you can edit your name. Change your name to following format:
Organization_LastName_Name
- After editing your name, click "Save" to confirm the change.

Taking the floor

When you wish to speak during the meeting, locate the "Raise Hand" button in the "Reactions" menu at the bottom of the window.

Click on the "Raise Hand" button to signal your request to speak to the meeting host. After you are called upon by the Chair or host, unmute your microphone before beginning to speak. Click the microphone icon at the bottom left of your screen to mute or unmute your microphone; the icon will change to show if you are muted or active.

When speaking, state your name and affiliation (organization or country) before addressing your point. When you are finished speaking or if you no longer wish to speak, press the "Lower Hand" button in the "Reactions" menu.

Using the chat

Use the chat function for technical support requests. Additionally, the chat feature will be enabled, allowing participants to chat with each other or send messages to everyone during the meeting.

To exit the meeting, select the 'Leave' button at the bottom right of the screen to exit the meeting once it is concluded or if you need to leave early.
