

UNEA MONITORING AND REPORTING PORTAL VIRTUAL BRIEFING GUIDANCE

The preferred platform for the virtual briefing on the UNEA Monitoring and Reporting Portal is Microsoft Teams. This platform has been used for many virtual meetings in UNEP and has proved to be robust and flexible enough for this purpose.

Delegates are encouraged to connect 15 minutes before the official start time to test for any technical difficulties including audio and video connection. The link is an open link, and no further registration is needed. Participants simply need to click the link to access the meeting.

The meeting agenda and the supporting documents are all available on the meeting portal [here](#).

Participants are requested to identify themselves when speaking and by writing their affiliation and full name when joining the briefing ([Figure 1](#)) on MS Teams. Member States are particularly requested to also include their country name before their full names. E.g., Kenya- DPR Jane Doe.

Participant Guidelines

1. Join the briefing using your **affiliation and official known name (s)** ([Figure 1](#)).
2. Your audio and video will be enabled by default. Please note that you should however mute till you are given the floor to speak. Please also turn off your video when not speaking.
3. **Introduce yourself when you speak for the first time**, to ensure correct intervention reference for all participants.
4. The presenter/organizer controls audience participation.
5. Participants can **raise their hand to ask for the floor** ([Figure 2](#)) or **type in the chat function** their wish to speak ([Figure 3](#)).
6. Don't cover the microphone when speaking as this may distort your voice as received by other participants.

Figure 1: Editing your affiliation and name screenshot

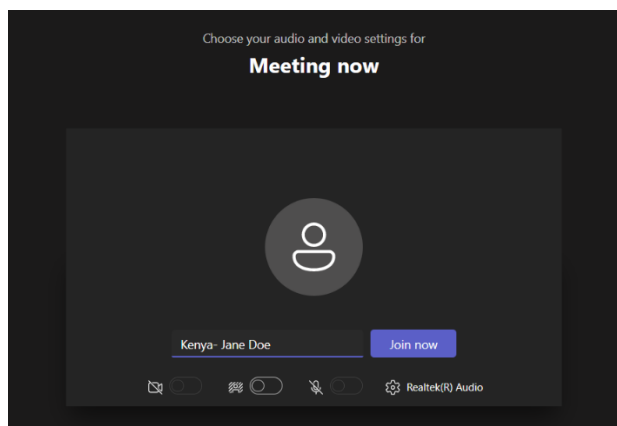


Figure 2: 'Raise your hand' feature on MS Teams

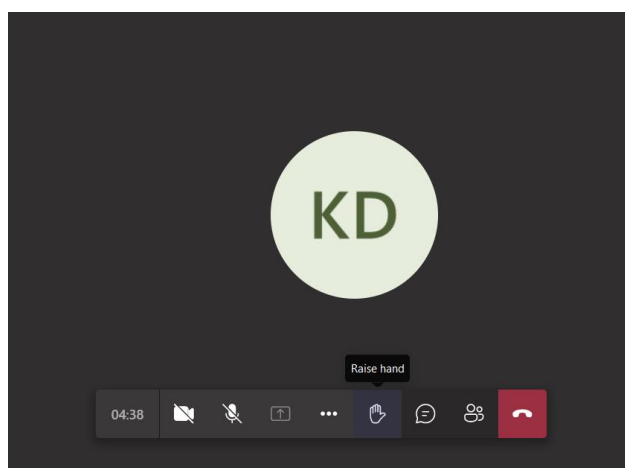


Figure 3: Chat function in MS Teams

