

## Pre-INC-5.4 series of informal webinars with observer organizations

### Guidelines for presenters

#### I. Goal of the webinars

A series of informal webinars will be organized by the Chair of the Intergovernmental Negotiating Committee and the Secretariat in the lead up to INC-5.4. It is anticipated that these informal webinars with observer organizations will take place at regular intervals of approximately 6 weeks, schedule permitting.

The first edition of the webinars will be on **24 March 2026, from 14:30 – 16:00 East African Time (GMT+3)**.

The purpose of these webinars is to share information on the INC process and to provide a space for interested observer organizations to share their reflections and views with the Chair. The webinars will be exclusively dedicated to interventions from Observers, allowing them to engage and convey their perspectives directly.

#### II. Format and general guidance

Each webinar is expected to be opened by the Chair of the INC and the Executive Secretary.

All webinars will be held in English only, without simultaneous interpretation.

The [United Nations System Code of Conduct to prevent harassment, including sexual harassment at UN system events](#), applies to these webinars. The purpose of the Code of Conduct is to ensure an inclusive, respectful, and safe environment for all participants. All participants are expected to conduct themselves with integrity and respect towards all others attending or involved in any UN system event.

#### III. General guidance for presenters

Each webinar will have a duration of 120 minutes. Each presenter will be allocated a **maximum of 3 minutes for their intervention**, with a timer displayed on screen to indicate when the allocated time has elapsed.

The webinars will be moderated by the Chair of the INC.

Speakers are encouraged to speak slowly and clearly to ensure that their interventions are fully understood.

The use of visual aids, slides, or other presentations is not permitted.

#### IV. Technical guidance for joining and participating in Zoom

The webinars will be held on the Zoom platform, which allows up to 500 attendees.

Participants are encouraged to **join 30 minutes before the start of the webinar** to test their audio and video settings. If possible, please use a headset to ensure better sound quality for all participants.

##### Before joining the webinar

- Make sure to download and install the Zoom app on your device before joining. Accessing Zoom through the web version may limit some features available to speakers.
- Ensure that your camera and microphone are enabled for Zoom in your device settings.
- Verify that Zoom has permission to access your audio and microphone. You can check these features in your computer's settings or by logging in to your Zoom account and do a test under "New Meeting."
- It is recommended to join Zoom from a laptop or desktop. As a backup, in case of technical issues with your computer, please ensure that you have installed and logged into the Zoom app using your mobile device.

##### Joining the webinar

- Speakers are advised to join the webinar 30 minutes before the scheduled start to allow time for final checks on setup, and coordination.
- Please use the individual speakers' link sent to you by the Secretariat. The general attendee link will not provide full rights and will only allow you to join once the practice session is over.
- If you experience difficulties logging in, please contact [loise.kuria@un.org](mailto:loise.kuria@un.org).
- Keep the Meeting ID and password available in case the link you have received does not work. You may also join directly through the Zoom app by selecting "Join" and entering the Meeting ID and password.
- When the webinar begins, please keep your audio and video turned off. Be ready to turn on your camera when you are next in line to speak.

### Once you have joined

- You may adjust your name and organization tag by clicking on your name in the List of Participants.
- The Chat function on Zoom will be available throughout the webinar. Speakers can communicate with other speakers and with the host. Attendees may send messages to the host and speakers. The Secretariat will monitor the chat during the session.

### Lighting and video recommendations

- To ensure your video is clear and well-lit, it is recommended that you position yourself facing a light source rather than sitting with light behind you.
- Speakers are encouraged to use the official background of their organization if available.

### V. Use of maps, representation and name of countries

If you use maps in your background image, the INC Secretariat encourages to use the maps prepared and approved by the United Nations, available on the [website of the United Nations Geospatial Information Section](#).

Using maps from the United Nations Geospatial Information Section helps ensure the consistent use of terminology for Member State names, territories, and other geographic names.

Please note that participation in the INC is open to all States Members of the United Nations<sup>1</sup> and members of United Nations specialized agencies<sup>2</sup>, to regional economic integration organizations and to observer organizations, consistent with the draft rules of procedure provisionally applied to the work of the INC.

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<sup>1</sup> A list of UN Member States is [available here](#).

<sup>2</sup> These are the Cook Islands, the Holy See, Niue, and the State of Palestine