



Virtual Participation Guide for the Climate Dialogues

1. How to join the events

- **Compatible devices:** Please ensure you have access to an internet-accessible device equipped with speakers/headphones and a microphone. The video function is not mandatory for participants. However, when taking the floor, the video function is encouraged. MS Teams is compatible with most systems (e.g. Windows PC, Mac, Android, and iOS), although some functions can be limited in mobile devices.

It is important that you test your setup prior to the events, including audio input/output hardware, camera and their configuration in the computer or device you will be using to connect to the events. This is a frequent source of problems.

- **Connecting:** Nominated delegates will receive a confirmation email with a request to accept the invitation. The email will also contain a link which gives access to your personal CD2020 Calendar. Each meeting must be joined via this personal CD2020 calendar. In the personal calendar, delegates need to press the join button, which will be available as of one hour before the meeting is due to start. Further instructions and personal support will be available on the personal agenda page. Please note that the personal agenda page is personalized and should not be shared, as active participation will be limited to the nominated delegates only. Please connect at least ten minutes before the start of the event.
- **Participant names:** When you are asked to provide your name in the meeting lobby, please identify yourself as follows:
<First Name> <Last Name> - <Affiliation>
This is how your participant name will be displayed during the meeting.
The affiliation should be the Party or organization name or, alternatively, the name of the observer constituency. An abbreviation can be used.
Party delegates should refrain from displaying an affiliation inconsistent with the [list of UNFCCC Parties](#). Non-complying delegates may be removed from the meeting.

2. During the events

- **Microphone and camera:** On entering the virtual meeting, to avoid disruption and background noises, kindly ensure that your microphone is muted, and that your camera is switched off. The microphone should be muted during the meeting, unless you are given the floor by the chair/facilitator to make an intervention.



- **Asking for the floor:** During the events, to make an intervention, please request for the floor by using **only** the chat function in order to be acknowledged by the chair/facilitator. When requesting the floor, please enter your name, Party or Group or organization on behalf of which you are speaking. **Please do not raise the virtual hand.** The chair/facilitator will give the floor in the order in which the request appears in the chat. Every time you take the floor, kindly identify yourself.
- **Making interventions:** Please make sure to unmute your microphone (and turn your camera on, if possible) to intervene when given the floor by the chair/facilitator. In order to be fair to all participants, please keep your intervention short – **no longer than 3 minutes**. After your intervention, please mute your microphone (and turn your camera off) again.
- **Visibility:** Please avoid backlighting, and sit in a quiet place if you plan to take the floor.
- **Using chat channel:** The chat will also be used for seeking the floor, for administrative purposes and for notices to all participants. Participants may also use the chat to ask questions as appropriate. Please avoid adding messages for any other purpose (e.g. comments and discussions).