



## 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 before, 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 often overlooked by participants and 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.

Connect at least ten minutes before the start of the event. If you are going to take the floor, connect earlier and make some test with the moderation.

### 2. During the events

- **Microphone and camera:** On entering the virtual meeting, to avoid disruptions and background noises, please ensure that your microphone is muted, and camera 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 you are speaking on behalf of. **Please do not raise the virtual hand.** The chair/facilitator will give the floor in the order the request appears in the chat. Every time you take the floor, identify yourself.
- **Making interventions:** Please make sure to unmute your microphone (and turn your camera on, if you are able to do so) 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:** Avoid backlight and sit in a quiet place if you are going to take the floor.
- **Using chat channel:** The chat will also be used for administrative purposes and 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), as this will crowd the chat channel, prevent swift identification of persons requesting the floor and draw focus away from the main discussion.