

6th Meeting of the Conference of the Parties of the Carpathian Convention (COP6)

25 November 2020

ONLINE MEETING PROTOCOL

In order to facilitate the smooth and uninterrupted flow of the 6th Meeting of the Conference of the Parties of the Carpathian Convention (COP6), to be held on 25 November 2020 in an online meeting format, the Secretariat has compiled the following set of guidelines for the meeting participants:

Before the Meeting



The meeting will be hosted using Microsoft Teams online platform. Joining via computer, no preliminary download is necessary as the participants can join through their internet browsers using the meetinglink.



Make sure you have a stable internet connection (preferably cable), well-functioning web camera and headset by testing them before the meeting.



Choose a quiet environment for the call. Any background noises or other distractions may interfere with the meeting.



Choose a location with good lighting and clear background.



Presenters should have presentations ready and open on their computers in advance. The presenters will be able to share their screen with the meeting participants. Please also send the presentation to the Secretariat at info.carpathianconvention@un.org well in advance of the meeting.

During the Meeting



Online sessions will be open for participants to join 30 minutes before the scheduled start.



Before entering the online meeting, participants should enter their name or change their display name¹. For country representatives, enter your name using the following format: **Country_FirstName FamilyName**. For organizations/observers, use format **Organization_FirstName FamilyName**.



To ask for the floor, type your name in the chat box. The Chair will then give the floor following the speaker queue.



For better engagement, all participants are asked to turn their web cameras on when speaking. Using a headset is recommended for an improved audio experience.



To avoid background noises that may interfere with the meeting, always mute your microphone when not speaking.



Please be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone.

In case of technical issues during the online meeting, contact:

- **Emilia Borowska** emilia.borowska@un.org +48 515 771 288

For any other problems please contact:

- Klaudia Kuras klaudia.kuras@un.org +43 69917380017
- Eleonora Musco eleonora.musco@un.org

¹ see [instructions here](https://support.microsoft.com/en-us/account-billing/how-to-change-your-microsoft-account-display-name-917b1d70-5915-d04e-243a-a618f96ef1d5) - <https://support.microsoft.com/en-us/account-billing/how-to-change-your-microsoft-account-display-name-917b1d70-5915-d04e-243a-a618f96ef1d5>