UN CC:Learn
The One UN Climate Change Learning Partnership

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

10th Steering Group Meeting of UN CC:Learn Members

5 May 2020

Online

Logistical Information for Participants

Meeting Venue

This meeting will be held online using Zoom.

Event Hours

The online meeting room will open at 2.30 p.m. CEST, 5 May 2020.

The opening session will start at 3 p.m. CEST.

The Steering Group Meeting will end at 6 p.m. CEST.

How to Join the Meeting

To access the meeting:

1. Make sure you do not have any other Zoom meetings open.

2. Click on the "Join Zoom Meeting" link in the invitation received by email. You can also access it by clicking on the following link: https://zoom.us/j/97451568544.[11]

You may be asked to add the Meeting ID: 974 5156 8544

3. Please add the following password: 20SGM20

4. Set up your audio and video.

5. You will be connected to the meeting.

If you still cannot connect to the meeting, please watch these two short tutorials:

Accessing via Zoom App: https://youtu.be/idVWWUBDC1w

Accessing via Browser: https://youtu.be/LG_CGpUWbDo

or refer to the instructions at the end of this document (Annex 1).

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[1] We recommend downloading Zoom App to your mobile or computer, as it has more features and would enable you to get the full meeting experience.

For any technical assistance regarding the meeting, please do not hesitate to contact Lorenzo (lorenzo.franchi@unitar.org) or Lucas (lucas.terra@unitar.org) via email, Skype for Business or Zoom chat.

Online Etiquette

All participants are encouraged to switch on their cameras in order to facilitate effective communication. Please mute your microphone when you are not speaking.

If you would like to intervene, please use the "Raise Hand" option on Zoom or raise your hand in front of your camera and wait until the host gives you the floor.

UN CC:Learn Secretariat Contact Persons

The Secretariat team will be happy to provide information and help throughout the meeting.

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For any technical matters

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Annex 1: Step by Step on How to Access the Steering Group Meeting

1. You have received an invitation as the one below to join the meeting. Click on the link "Join Zoom Meeting". If you do not have a Zoom account, you may be asked to add the Meeting ID: 974 5156 8544.

2. Decide whether you want to download the app (recommended) or connect through your browser.
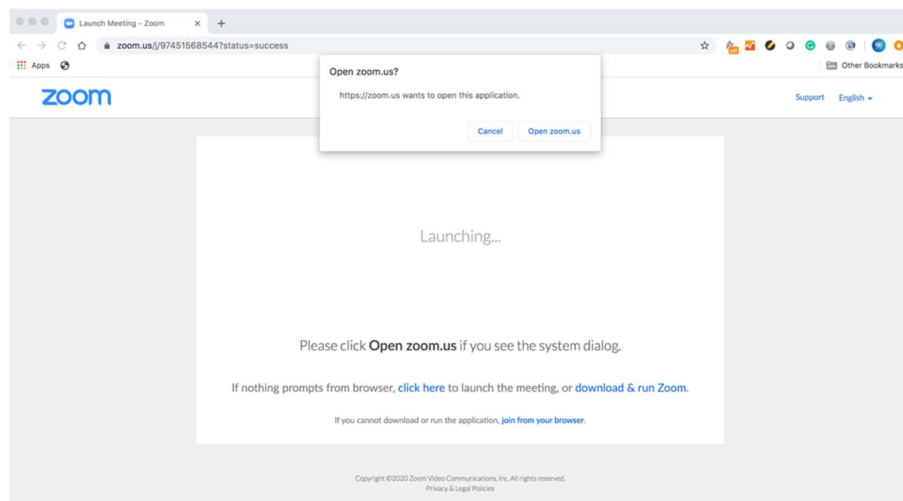
3. No matter the option you choose, a pop-up screen will show up asking you for the password. Type it and you will be automatically redirected to the meeting.