2nd Annual Meeting

15 – 16 December 2020

Logistical note

The 2nd Annual Meeting of the UN Network on Migration will take place on Tuesday, 15 December 2020 from 12:30 – 14:30 and 16:00 – 18:00 CET (Geneva time) and Wednesday, 16 December from 12:30 – 14:30 and 14:30 – 16:30 CET (Geneva time).

There will also be a side event on Wednesday, 16 December from 17:00 to 18:00 CET (Geneva time) to soft launch the global Connection Hub and Knowledge Platform – the “Migration Network Hub”.

1. **Registration**

Please note that **all participants** will need to complete their registration **by Tuesday, 15 December 2020**:

- Click [here](#) to open the link in your web browser.
- Fill in the required information and click on **Submit**.
- A window will appear thanking you for registering for the UN Network on Migration 2nd Annual Meeting. Your registration is then complete.
- Should you experience any problems with your registration, please write us an email to unmignet@iom.int.

2. **Participation**

UN Network member entities as well as civil society and other stakeholders are welcome to attend all four sessions and the side event of the Annual Meeting. Member States are invited to take part in the two sessions and the side event of the second day of the Annual Meeting.

3. **Interventions from the floor**

Following the moderators and discussion starters, participants will be given the floor for interventions to ensure an interactive exchange. Participants are encouraged, if possible, to inform the Network secretariat in advance if they wish to take the floor via email to amuedin@iom.int. Participants may also request the floor during the interactive discussions using the options provided by the KUDO platform.

4. **Interpretation**

Simultaneous interpretation will be provided in English, French and Spanish for the four regular sessions of the Annual Meeting. The side event will be held in English only.

5. **Meeting links**

The KUDO meeting links will be provided upon registration. Only registered participants will be able to access the meeting via the links. Please note that there will be a different meeting link for each day of the Annual Meeting.
On the second day of the Annual Meeting on 16 December, the meeting can also be followed via a live broadcast stream on our website in:

**English:** [https://migrationnetwork.un.org/meeting/annual-meetings/annual-meeting-2020](https://migrationnetwork.un.org/meeting/annual-meetings/annual-meeting-2020)

**French:** [https://migrationnetwork.un.org/meeting/annual-meetings/annual-meeting-2020-fr](https://migrationnetwork.un.org/meeting/annual-meetings/annual-meeting-2020-fr)

**Spanish:** [https://migrationnetwork.un.org/meeting/annual-meetings/annual-meeting-2020-es](https://migrationnetwork.un.org/meeting/annual-meetings/annual-meeting-2020-es)

6. **Instructions for the use of the KUDO platform**

- You can **join each meeting session 30 minutes in advance** to test your connectivity and audio/video quality. **If faced with any technical difficulty, reach out to the Operator** by using the Messaging box on the right-side column if needed. Communicate your issues clearly and closely follow the instructions you receive. Monitor the Messaging box regularly.

- Please enter your **full name and work email** on the landing page (after clicking the link) to identify yourself.

- Please be sure to **always use Google Chrome or Mozilla Firefox as the browser for KUDO**. Also, please ensure that you have the latest version installed and regularly updated. Please allow access to your microphone and camera in your browser when prompted. You can also download the Kudo App in case you do not have access to a computer.

- Make sure no other application is running in the background or in the system tray on your computer and please deactivate any notifications that could distract you or create noise.

- **Have your headset configured and tested** to work on KUDO before the event. You can test your devices and connectivity at [https://live.kudoway.com/test](https://live.kudoway.com/test). During the meeting you can use the Media Settings button to change your settings if needed. You can also adjust your computer audio settings directly. Keep a spare headset handy, just in case.

- By clicking on the **WHITE button on the left « FLOOR »**, you can select the **different audio channels** « English », « French » & « Spanish ».

- You are able to **take the floor by clicking “Request to Speak”**. We will then enable your audio and video controls so you can open your microphone and camera.

We strongly recommend familiarizing yourself in advance with the KUDO platform. Please see further enclosed the links to the following KUDO user guides ([IT Readiness](#), [How to join](#) & [Participant interface](#)).

We look forward to seeing you at the 2nd Annual Meeting of the UN Network on Migration.