United Nations
Network on Migration
Working Better Together

4ᵗʰ Annual Meeting

19 October 2022

Logistical note for Member States

Member States are invited to participate in the second day of the 4ᵗʰ Annual Meeting of the UN Network on Migration scheduled to take place on <u>Wednesday, 19 October 2022 from 10:00 – 12:00, Session III and 15:00 – 18:00, Session IV CEST</u> (Geneva time).

1. **<u>Hybrid format: In-person and remote participation</u>**

The Annual Meeting will be in a hybrid format at the Palais des Nations, Geneva in the Tempus Conference Room for participants attending in person and on the Zoom platform for remote participants.

While we strongly encourage Member State representatives to attend the Annual Meeting in person, remote participation is also possible. The Zoom meeting link will be provided upon registration. Only registered participants will be able to access the meeting via the link.

<u>COVID-19 measures for meetings at the Palais des Nations</u>

Masks remain required in conference rooms until further notice. Further information on COVID-19 regulations for persons accessing the Palais des Nations can be found here.

2. **<u>Registration</u>**

Please note that **all participants** will need to complete their registration **by Monday, 10 October 2022**:

- 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 4ᵗʰ Annual Meeting. Your registration is then complete.
- Should you experience any problems with your registration, please write us an email to unmignet@iom.int.

Please note that **if you do not have regular access to the Palais des Nations, you will have to <u>additionally</u> register in the United Nations Indico system**, by taking the following steps:

- Open the following link in your web browser: https://indico.un.org/event/1002296/
  - *Please note that the UNOG online registration system works better with the following browsers: Edge, Firefox, Chrome, Safari or Opera.*
- Click on *Register now* and then either login or create an account.
- Fill in the required information and click on *Register*.
- You will then receive an email stating that your registration has been received and is pending confirmation.
- Once your registration has been confirmed, you will receive a confirmation email. Your registration is then complete.

Please make sure that you follow each step carefully and that you have received the confirmation email. Please also make sure to bring a valid passport as well as a copy of your confirmation email the day of the meeting in order to pick up your badge from UNOG Security.

Please also take note of the different locations to collect badges and access the premises https://www.ungeneva.org/en/pregny-gate-closure.

To ease the registration process, please allow sufficient time before the meeting to collect your badge and check-in at the meeting room. If desired, you can collect your badge as of 3pm on the day prior to the meeting from UNOG Security.

Further information on accreditation and registration, including a map of the Palais des Nations, can be found here.

Welcome coffee and networking space will be provided as of 09:30 near the entrance hall.

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 hkinani@iom.int. Participants may also request the floor during the interactive discussions either by raising their hand in the room or by using the options provided by the Zoom platform.

4. Interpretation

Simultaneous interpretation will be provided in English, French and Spanish for the regular sessions of the Annual Meeting.

5. Instructions for the use of the Zoom 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 Chat box if needed.

- Please enter your **full name, organization, and work email** on the landing page (after clicking the link) to identify yourself. To change your name after entering a Zoom meeting, click on the "Participants" button. Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename". Enter the name you would like to appear in the Zoom meeting and click on "OK".

- Please ensure that you have the latest Zoom version installed and regularly updated.

- 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 Zoom before the event. You can test your devices and connectivity at https://zoom.us/test. During the meeting

you can use the respective upward arrow next to the mic and camera button to change your mic/speaker and camera settings if needed.

- If you wish to speak from the floor, please click on the "raise hand" button (under "Reactions"). Once called upon by the moderator, please unmute yourself and turn on your video by clicking on the microphone and camera buttons (bottom left of the screen).

- By clicking on the GLOBE button (subtitled with "Languages"), you can select the **different audio channels** « English », « French » & « Spanish ».

We strongly recommend familiarizing yourself in advance with the Zoom platform. Please see further enclosed the link to a following Zoom user guide ([Zoom one pager](#)).

We look forward to seeing you at the 4th Annual Meeting of the UN Network on Migration.