

5th Annual Meeting of the UN Network on Migration

30 – 31 January 2024

10:00 – 13:00 and 14:30 – 17:30 CET

International Conference Center Geneva (CICG)

Logistical note for UN Network Members and Stakeholders

1. Hybrid format: In-person and remote participation

The Annual Meeting will be held in a hybrid format at the **Conference Room “Amphitheatre D”** at the [International Conference Center Geneva/ le Centre International de Conférences de Genève \(CICG\)](#). While we strongly encourage participants to attend the Annual Meeting in person, remote participation is also possible. The Zoom meeting links (a separate one for each day) will be provided to registered participants prior to the meeting.

We would like to welcome all participants to join the reception at the end of the Annual Meeting at 17:45 at the CICG.

The CICG is located at 17 rue de Varembe, 1202 Geneva. Further information related to transfer and access can be found [here](#).

2. Registration

Prior to the Annual Meeting

Please note that **all participants** will need to complete their registration **by Friday, 19 January 2024**:

- 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 5th Annual Meeting. Your registration is then complete.
- Should you experience any problems with your registration, please contact us at unmignet@iom.int.

The day of the Annual Meeting

Registration will be open as of 09:30 on both days of the Annual Meeting. The registration desk for the Annual Meeting is located at the entrance of the CICG.

To ease the registration process, please allow sufficient time before the meeting to register, collect your organization's plate and check-in at the meeting room.

Welcome coffee and networking space will be provided as of 09:30 on both days of the Annual Meeting.

3. Interventions from the floor

Following the moderators and panellists, 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 the registration form or by email to amuedin@iom.int. Participants may also request the floor during the interactive discussions in the conference room by raising their organization's plate or by using the options provided by the Zoom meeting platform. We kindly ask each intervention to be under two minutes to make the discussions interactive.

4. Interpretation

Simultaneous interpretation will be provided in English, French and Spanish.

5. Instructions for the use of the Zoom platform

- You can **join the Zoom meeting 30 minutes in advance** on each day 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, country, 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 your name and country name 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 buttons 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 mic 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](#).

Please contact unmignet@iom.int for any queries you might have.

We look forward to seeing you at the 5th Annual Meeting of the UN Network on Migration.