



Coordinator's Briefing to Member States

23 November 2023
13:30-15:30 hours CET
International Conference Center Geneva (CICG)

Logistics note for Member States

1. Hybrid format: In-person and remote participation

Coordinator's Briefing will be in a hybrid format at Amphitheater D at the International Conference Center Geneva/ le Centre International de Conférences de Genève (CICG) for participants attending in person and on the Zoom platform for remote participants. While we strongly encourage Member State representatives to attend the Briefing in person, remote participation is also possible. The Zoom meeting link will be provided to the registered participants, prior to the meeting.

CICG is located at 17 rue de Varembeé. Please refer to the CICG website - <https://www.cicg.ch/en/participant/access-cicg-ccv/plans-itinerary> for the information related to access.

2. Registration

Prior to the Briefing

Please note that **all participants** will need to complete their registration **by Wednesday, 15 November 2023**:

- 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, Coordinator's briefing. Your registration is then complete.
- Should you experience any problems with your registration, please contact us at unmignet@iom.int.

The day of the briefing

To facilitate the registration, kindly bring your UN delegation badge and wear it during the Briefing.

The registration desk for the Briefing is located in front of the Amphitheater D room on the first floor. Please register at the desk before entering the room.

The registration desk will be open as of 12:30 for registration and collecting country plate; and the meeting room will be open as of 12:30

3. Interventions from the floor

Following the Network Coordinator's briefing, participants will be given the floor for interventions to ensure an interactive exchange. Participants are encouraged to inform the



Network secretariat by **Wednesday, 15 November 2023** if they wish to take the floor via email to hkinani@iom.int. We kindly ask each intervention to be under 2 minutes to make the discussions interactive. Participants may also request the floor during the interactive discussions either by raising their country plates 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.

5. Instructions for the use of the Zoom platform

- You can **join the briefing 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, 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: <https://support.zoom.us/hc/en-us/articles/204772869-Zoom-Rooms-User-Guide> .

Please contact unmignet@iom.int for any queries you might have. For the relevant documents, they are available at <https://migrationnetwork.un.org/coordinator-briefings> .

We look forward to seeing you at the Coordinator’s briefing by the UN Network on Migration.