



First Global Parliamentary Meeting on Achieving the SDGs

**Turning the challenges of the COVID-19 pandemic into opportunities for
parliaments to achieve the SDGs**

28-30 September 2021

Information note for participants

Platform and registration

The meeting will take place on Zoom. To register for the virtual meeting go to: <https://us02web.zoom.us/meeting/register/tZEIf-2tpjstHtfRTZwiq132RVZc0VQaxldm> . Following registration and approval, an email with a personalized link will be sent to you. Please note that you must save and use the Zoom link sent to you as each link is unique to the person who registered.

Non-registered parliamentarians and parliamentary staff can follow the event through the following link: https://youtu.be/cHQ0w_70s9k . Attendees using this link will not have the right to intervene/speak or use Zoom's chat feature.

Contribution to the Global Parliamentary Meeting sessions

Seven sessions in total will be held during the meeting (see meeting programme for details). Prepared speeches are discouraged; instead, all registered participants are encouraged to engage actively in the event's interactive debates which will be facilitated by a moderator. Participants are also invited to intervene and/or ask questions by writing in the chat of the virtual platform.

Speaking rights

Registered participants can request the floor to contribute to the panel discussions by raising their electronic hand or by submitting their request to speak through chat. The list of speakers will not be announced in advance; the first-come, first-served basis will be applied. Interventions should be brief and focused.

Language and interpretation

Interpretation will be available in **English, Arabic, French, Spanish and Bahasa Indonesia**.

To access the language of your choice, go to the series of icons that appear below on your screen, including the “Interpretation” button. Select the language you want to listen to and click on “Mute original sound” to hear the interpreter.

For the best experience, stay on the language channel of your preference during the entire meeting. Also, if you want to speak or react, do so in the language of the language channel you have selected. For example, if you are following the meeting on the Spanish channel, if you take the floor you should speak in Spanish.

Technical guidance

- Do not share the meeting link – it is for one person only.
- Download the Zoom desktop app here: <https://zoom.us/support/download>.
- The day before the meeting, check that you have the latest Zoom version by clicking on your profile icon in the upper right corner of the Zoom app frame and click “Check for Updates”.
- Before the meeting, test your internet connection by connecting to <https://zoom.us/test>.
- Use a cabled network (Ethernet) connection, if possible. If using Wi-Fi, ensure good connectivity by setting up your device close to the router or internet connectively point.
- Use a laptop or computer to connect, and not devices such as smartphones or tablets.
- If more than one person is connected to the internet at your location, make sure that devices/services that consume large amounts of data, such as YouTube, Facebook, etc., are turned off.
- Make sure you are in a quiet environment while participating in this call to avoid interferences for the other participants and interpreters.
- Join the meeting from your desktop app (not the web browser) from your Windows Start menu or Apple Finder at least 15 to 20 minutes before the scheduled meeting time.
- Make sure to change your display name in Zoom as “Country/Organization - Name”. To change your display name in the Zoom Room please click on the “Participants” icon in the control panel at the bottom of the window. A “Participants” window will appear. Click the “Rename” button. Enter your new name in the “New Screen Name” field, and then click the “OK” blue button.
- Turn off all sound notifications from emails, WhatsApp, etc., to avoid distracting pop ups.
- Mute your microphone when not speaking.

- Bear in mind that you should: present yourself before you speak; speak slowly and clearly to allow the interpreters to follow the discussion; not interrupt other participants and speak one at a time.
- If you wish to speak, use the “Raise Hand” function to get the moderator’s attention under “Reactions”. When acknowledged, unmute your microphone by clicking on the microphone icon and, if your bandwidth allows for it, turn on your camera.
- If you wish to send a chat message, click the “Chat” button to open the chat window. In the chat window, you can use the dropdown menu to choose whether to send the message to everyone or only to the host or a participant.
- If your session disconnects, click on the invitation link again to reconnect.
- If you have technical issues during the meeting, send a private chat message to the Tech Support and we will do our best to resolve it. Alternatively, you may send an email to helpdesk.sdgs@dpr.go.id.