



10TH MEETING
OF STATES PARTIES
30 AUG - 2 SEPT
GENEVA 2022

CCM INTERSESSIONAL MEETING

16 - 17 MAY 2022

INFORMATION ON REMOTE PARTICIPATION



Photo: Iyus Sugiharto, Unsplash

On behalf of the President of the 10th Meeting of States Parties (10MSP), H.E. Mr. Aidan Liddle of the United Kingdom of Great Britain and Northern Ireland, the Implementation Support Unit (ISU) of the Convention on Cluster Munitions (CCM) has the pleasure to send you the following information regarding your virtual participation in the upcoming 2022 CCM Intersessional Meeting.

Online participation presents certain challenges for the participant in transmitting and receiving communication. **To ensure the best possible experience, kindly read this document carefully**

1. FORMAT OF THE MEETING

The 2022 CCM Intersessional Meeting will be held in hybrid format.

The in-person meeting will take place in Geneva, Switzerland, while the virtual meeting will be on *Zoom*. This platform allows delegates to follow the meeting as well as to take the floor.

The meeting will have 2 three-hour sessions each day: 10:00 - 13:00 hrs and 15:00 - 18:00 hrs (Central European Summer Time, CEST or GMT+2).

Interpretation services in Arabic, English, French and Spanish will be provided during the plenary sessions.

Those registered as online participants will receive a link by email to connect to the meeting a few days before the event.

2. TAKING THE FLOOR

Participants who wish to take the floor are encouraged to inform the ISU of their intention to speak to be included in the speakers' list.

The ISU kindly requests delegates to send electronic copies of statements and video/slide presentations to be delivered during the Intersessional Meeting to info@cmconvention.org. Please indicate under which agenda item(s) you intend to make your intervention. Sending your statements and presentations in advance would also facilitate the work of the interpreters.

While we will try to accommodate all those that request the floor during the meeting, priority will be given to those who register in advance.

3. RECOMMENDED PRACTICES

- Connect directly to the modem via an ethernet cable, if possible. If not, use high-speed Wi-Fi.
- Connect via a personal computer, rather than a tablet or smart phone.
- Use a wired headset with microphone.
- Choose a quiet indoor location with sound notifications switched off on all devices.
- Close all non-essential applications on the computer.
- Turn on your camera when you are taking the floor and look at the camera while speaking.
- Turn off your camera and remain muted when not taking the floor.

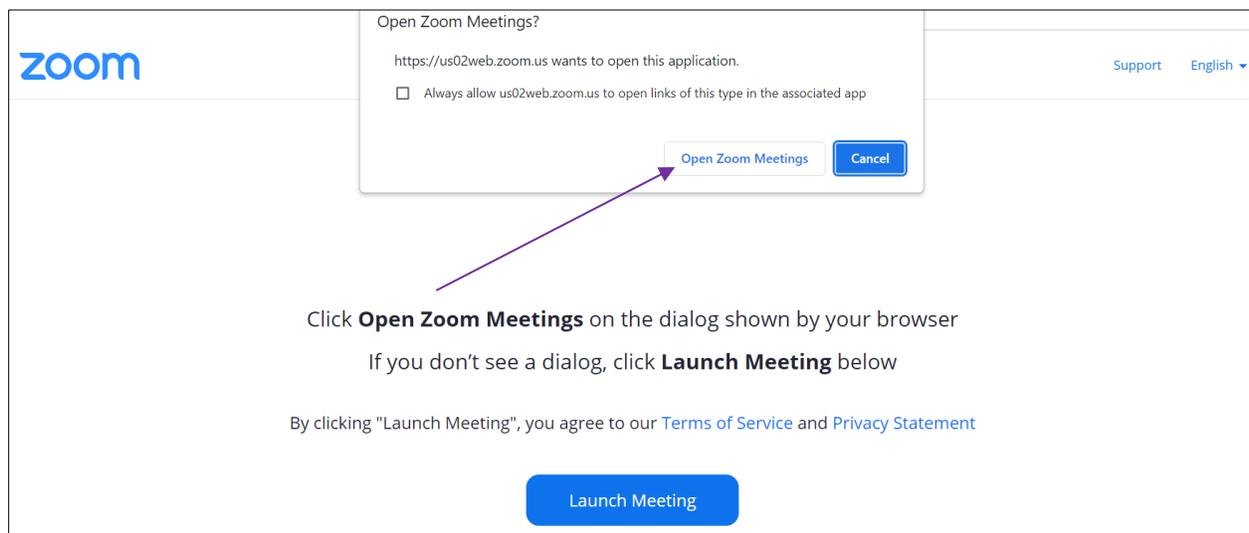
4. USING ZOOM

An invitation email will be sent to all those registered as online participants with a direct connection link, the meeting ID and passcode for the meeting.

Kindly log into Zoom in this format: **State/Organization – First name SURNAME** (e.g., Australia – David SMITH). Renaming is possible even after login.

To join the Intersessional Meetings, click on the connection link provided in the email.

The Zoom application will launch asking you to open Zoom Meetings, click on Open Zoom Meetings, you will then join the meeting.

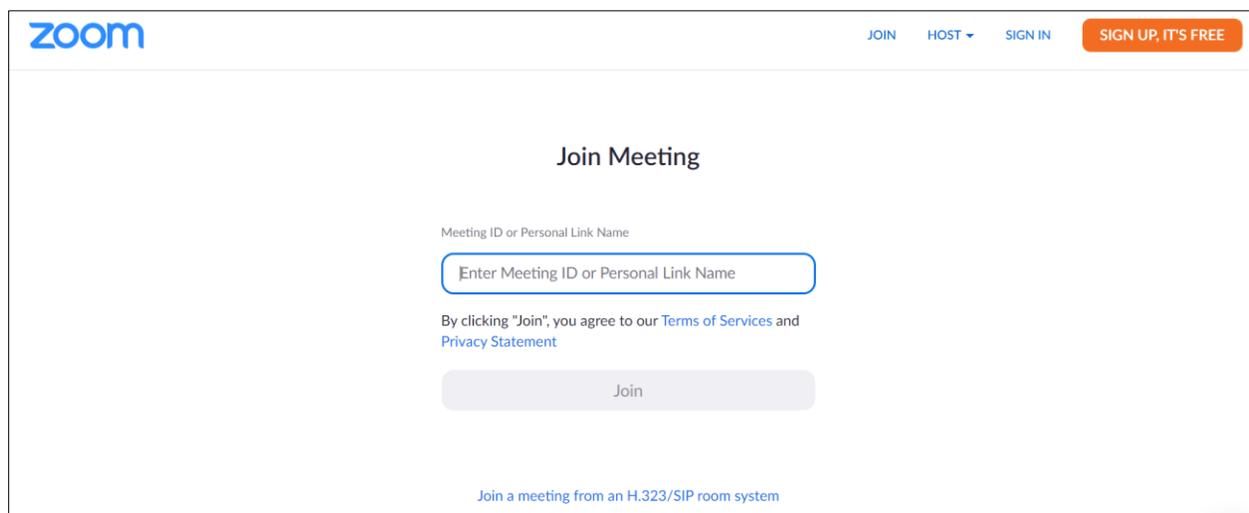


Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

You can also access the meeting via the meeting code provided in the same email both through the app or web (<https://zoom.us/join>). If joining via web, Chrome is preferred.



Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

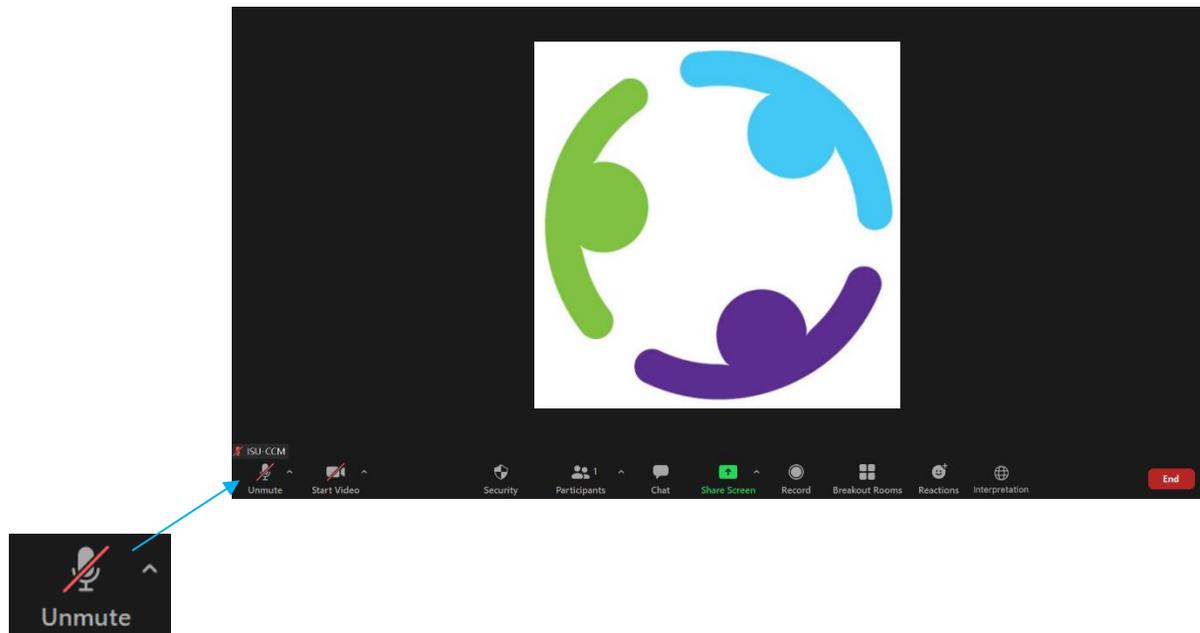
By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)

Join

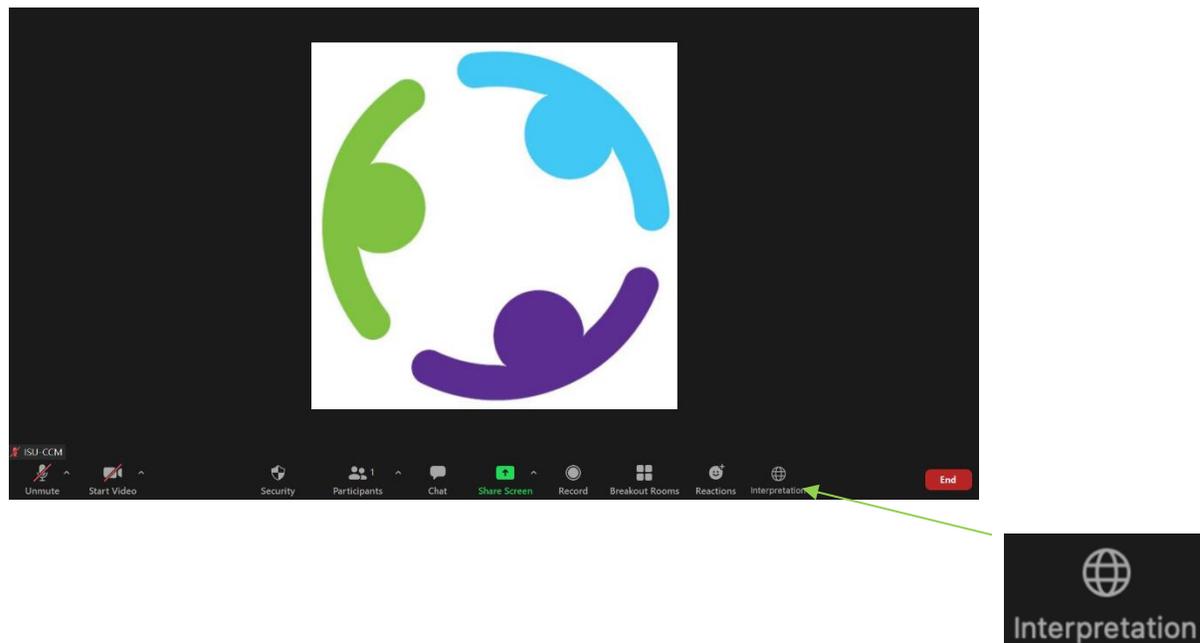
[Join a meeting from an H.323/SIP room system](#)

Once the connection is established, you will need to wait to be given access.

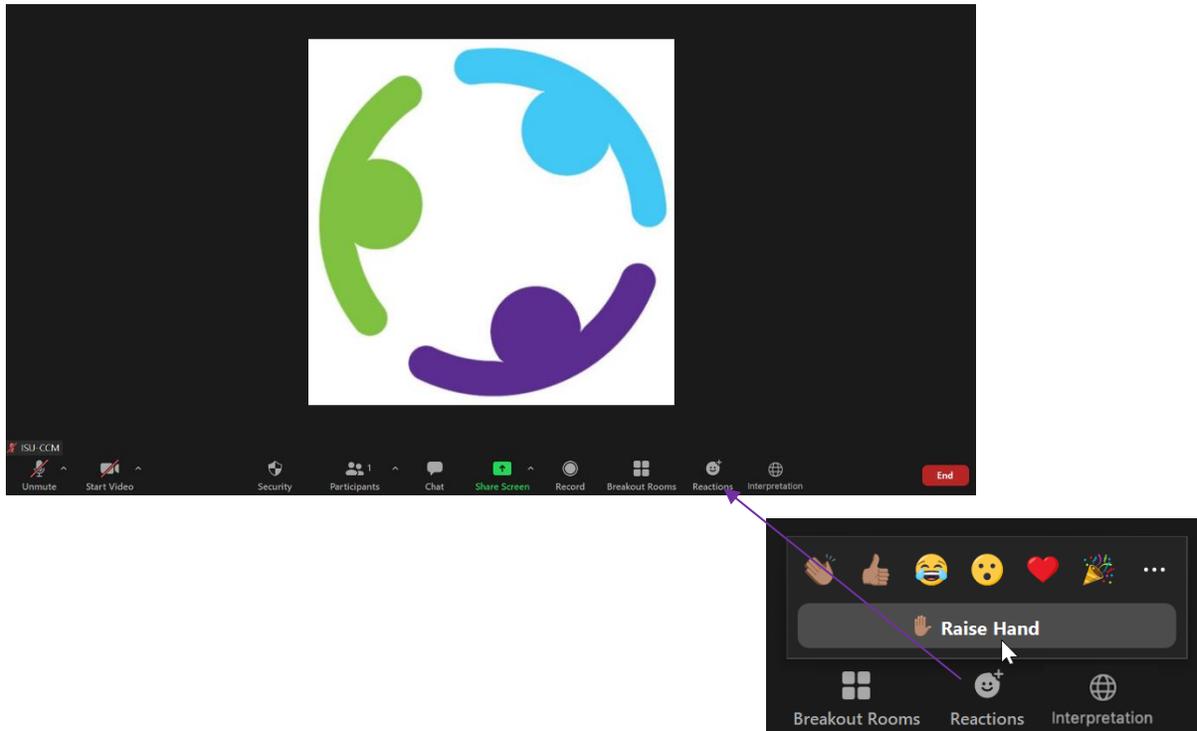
Upon entry into the virtual meeting room, your microphone will be automatically muted, and you will be asked to click the Unmute button when you take the floor.



Interpretation can be accessed from the Interpretation menu, selecting the language of your choice.



If you have not registered to be on the speakers' list but wish to take the floor, use the Raise Hand function in the Reactions menu.



An ISU staff member will contact you through private chat to confirm your wish to speak.

Please have your video and microphone on when you take the floor. Switch video off and mute the microphone when you have completed your intervention. This will conserve bandwidth and facilitate a smoother conference experience.

If you have a PowerPoint presentation, we kindly request that you send it to the ISU in advance. The ISU will take care of scrolling through the slides for you in order to minimize any technical difficulties.

The Chat function has been activated to provide for a more interactive meeting. Participants are kindly being asked to use the chat sparingly and respectfully, only to share messages in relation to the topic of the meeting. The President and ISU reserve the right to disable the chat function should it be necessary.

You can leave the virtual meeting room at any time by clicking "Leave Meeting" in the lower right corner of the screen. If you would like to return to the meeting, you have to log in all over again.

If you encounter any login or technical issues during the meeting, you may contact:

GICHD Conference Management	CCM Implementation Support Unit
Email: conferences@gichd.org Ms. Susanne Rihs-Aeby +41 22 730 9305 Ms. Laetitia Roch +41 22 730 9306	Email: info@cmconvention.org Mr. Emad Al-Juhaishi +41 76 429 6613 (m) Ms. Elaine Weiss +33 777 266 544 (m)

We look forward your participation in the 2022 CCM Intersessional Meeting.