



Science Division



United Nations  
Environment Programme

## GEO-7 SCOPING MEETING VIRTUAL GUIDANCE

### Introduction to GEO-7 Scoping meeting

The preferred platform for conducting the hybrid meeting of the GEO-7 Scoping Meeting is MS Teams. This platform has been used for many virtual and hybrid meetings in UNEP and has proved to be robust and flexible enough for this purpose. We will conduct this GEO-7 Scoping meeting in a hybrid format to:

- Encourage participation for participants not able to travel physically to Nairobi;
- Review and approve the draft GEO-7 scoping document.

4 electronic calendar invitations (e.g. Outlook) will be sent out to online meeting participants and will each contain meeting materials and a MS Teams link for participants to join on the selected date and time. The virtual meeting will only start on that day and time. Members can however connect a few minutes prior to the official start time to test for any technical difficulties. These are open links, and no further registration is needed. Participants simply need to click the link to access the meeting.

The meeting agenda will be included with the electronic calendar invitation and some supporting documents for the meeting may also be included with the calendar invitation. Any additional supporting documents that are produced after the calendar invitation will be distributed by email and via the chat box in MS Teams during the meeting.

Participants are expected to have consulted all meeting materials prior to the meeting and be prepared to participate. Participants are also asked to identify themselves verbally when speaking and by writing their full names on their meeting name/identifier and affiliation (Figure 1) on MS Teams. Member States are particularly requested to also include their country name before their full names.

Meeting participants should exercise decorum during the meeting and the chair will have the authority to cut discussions short that may not respect this.

A written meeting outcome document will contain a summary of the meeting and the main decisions that were taken during the meeting.

Through these meetings we will seek to foster a collaborative and cordial exchange of information and decision making, regardless of the physical location of the participants.

### During the webinar

- When meeting participants click the Join link, MS Teams will launch directly into the webinar.
- Meeting attendee audio and video will be enabled. Please note that you should however mute till you are given the floor to make your intervention by the Chair.
- The presenter/organizer controls audience participation.
- Participants can raise their hand to ask for the floor (Figure 2). Verbal interventions should be kept to 1 minute in order to allow the maximum number of participants to intervene and still keep the meeting to the scheduled time. Participants physically in the room will be given priority.

**Note:** Participants can join webinars on iOS and Android mobile and tablet devices, as well as on their



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computers.

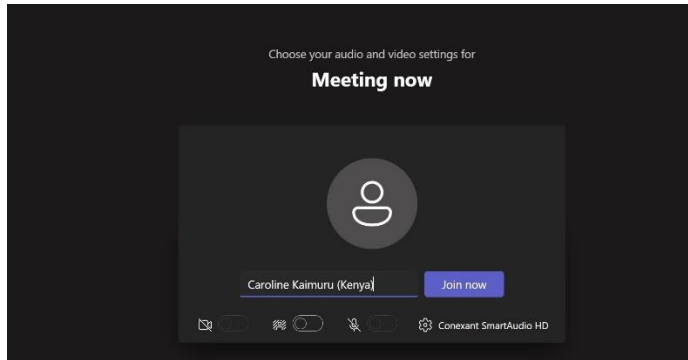
### General guidelines

- **Join the meeting using your official known name (s)** and introduce yourself when you speak for the first time, to ensure correct intervention reference for all participants.
- Remote communication requires **flexibility and adaptation** to technologies since geographic differences entail different access, time zones, languages and cultures.
- Consider providing quick answers and interventions for **promptness**.
- **Stay focused by removing distractions.** With the advantage of holding virtual meetings almost anywhere, there is a disadvantage of potential background noise which can affect the comfort, concentration and effectiveness of the meeting overall.
- **Be courteous to other participants at all times**, don't shout or use aggressive language or gestures.
- **Speak clearly, don't interrupt other speakers and avoid side conversations** at all times.
- **Don't cover the microphone when speaking.** This may distort your voice as received/perceived by other meeting members.
- **Test your technology** before the meeting starts and resolve any technical issues. Make sure you will have a stable internet connection throughout the meeting.
- Use a phone line with audio clarity and stability. Find a quiet space to participate.
- 'Raise your hand' to get the chair's attention if you have something to say or use the chat box in the application (Figure 3) to get the Secretariat's attention for a chance to speak.

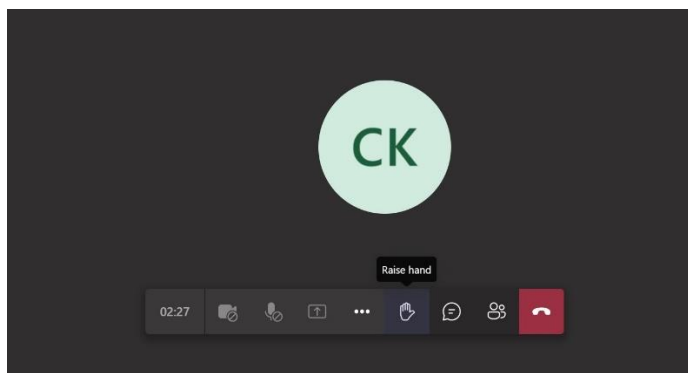


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**Figure 1: Editing your name and affiliation screenshot**



**Figure 2: 'Raise your hand' feature on MS Teams**



**Figure 3: Chat function in MS Teams**

