# Member States Dialogue on UNEP MTS 2026-2029 & PoW 2026-2027 Development

Technical Note:

➢ **This note provides guidance on joining and participating in the virtual dialogues, hosted on the Microsoft Teams platform.**
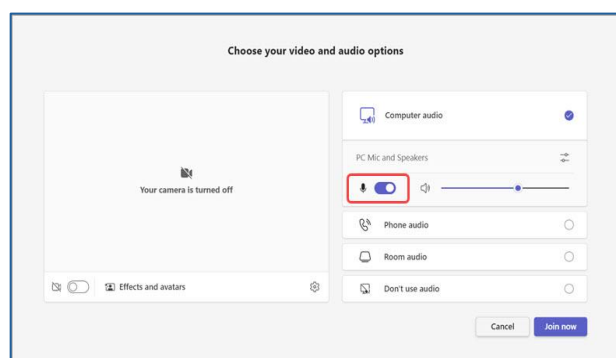
1. How to join the meeting:

✓ **Access the meeting invite:** Kindly check your mailbox for a meeting invite sent from (insert email) to the email you used to register for the dialogue. Click the "Join Microsoft Teams Meeting" **(image 1)**.

✓ **Select to use the app or browser:** A pop up will emerge giving you the option to open the Teams app or the Teams web app in your browser for both desktop and phone devices (**image 2**).

✓ **Please note:** If you already have the Teams app, the meeting will open there automatically.
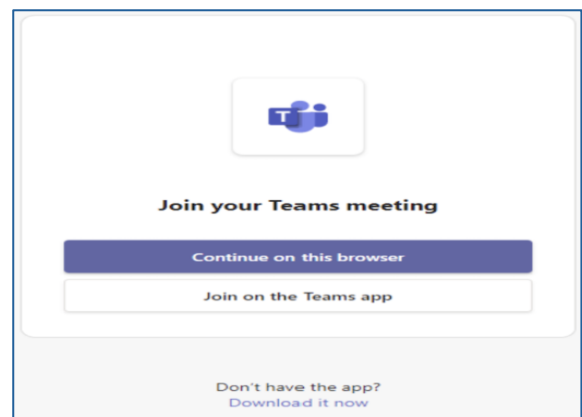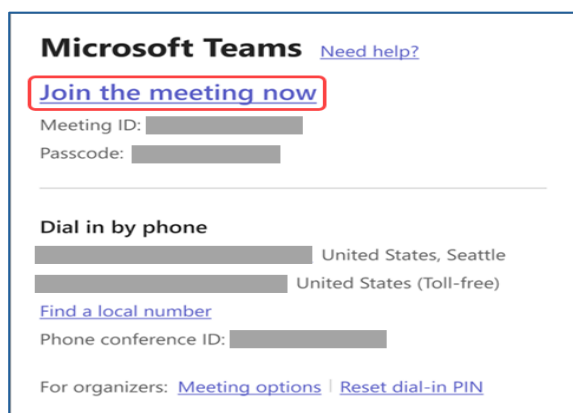
2. Before clicking "join now":

✓ **Check your connectivity strength:** Please ensure you have a strong signal by sitting close to **a WI-FI signal Access Point** or using a **Local Area Network** cable for maximum internet signal.

✓ **Check your audio and video:** Please ensure your microphone is switched off, by turning off the toggle **(image 3)** and ensure your camera is working correctly by switching on the camera toggle.

✓ **Choose your background (optional):** Should you choose, you can blur your background or select a custom background image. This can be done by clicking on "Effects and Avatars" (your camera toggle should be on). For consistency, please select a simple background (if any).

✓ **Ensure your camera is switched off:** Once you have selected a background, ensure your camera toggle is switched off.
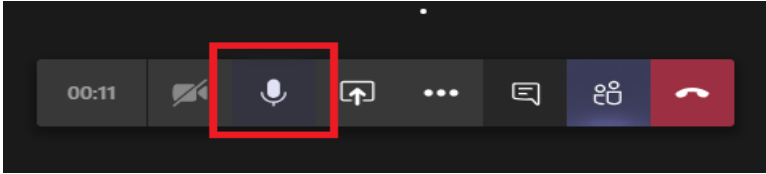
3. Joining the meeting:

✓ **You are now ready to attend the meeting.**

✓ **Please select the "join now" button at the bottom of image 3 above, to join the meeting.**

4. During the meeting:

✓ **Should you wish to speak:** Please ensure that you unmute your microphone as demonstrated in the instructions below before speaking.

✓ **Is your microphone not working?** Select the three dots as shown below and click the device settings option. Make sure your correct microphone is selected. If your mic isn't in the **Microphone** dropdown menu, disconnect and reconnect it again.
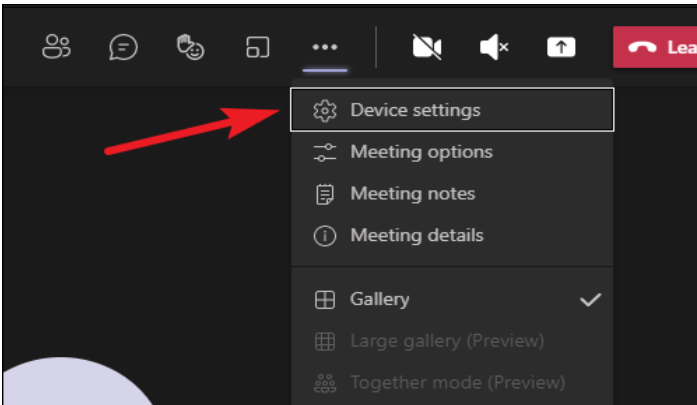
✓ **Should you wish to Raise or lower your hand:** please select **Raise** 🖐 icon. Others will see that your hand is raised, and in which order it was raised if others have their hands raised.

✓ **Express a reaction:** to react in a meeting, select the **React** ☺ icon and choose the emoji you want to express

✓ **Please note**: When you choose a reaction, the emoji will appear for a few seconds in the meeting window for participants to see.

✓ **Should you wish to change your view:** Change how you see other participants by selecting **View** ⊞ icon and choosing from different meeting views. See more or fewer participants at a time, join everyone in Together mode, and more.

5. Breakout Rooms

Please note: As part of the agenda, you shall be automatically assigned to a breakout room for informal group discussions. The moderator will inform you prior, afterwards, be automatically moved to a breakout room.

- ✓ **Inside each breakout room:** kindly ensure your microphone is active when speaking and your camera is switched on to enhance engagement. Should you have trouble with your microphone, please refer to the **"Is your microphone not working?"** section on page 2.

- ✓ **Time management:** A pop-up will appear, informing each breakout room of the time left till the end of group discussions.

- ✓ **Return to plenary:** Once the time allocated for group discussion is exhausted, you'll be automatically redirected back to the plenary.

- ✓ **In the event you are disconnected from the meeting during a breakout session**, please rejoin the meeting through the invite (see step 1). Once re-connected, you will find a **"Join this room"** option at the top-right corner of your screen. Kindly click on this to return to your assigned breakout room.

6. Leaving the Meeting

- ✓ **Once the meeting ends: please click the "Leave" button to exit the meeting**
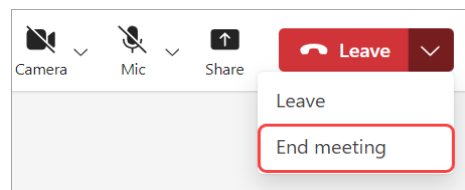
- ➢ For any questions, queries or trouble shooting assistance please contact: **Albert Ogero** via **WhatsApp chat: +254721806881**