

Intersessional seminar
on the implementation of the Plan of Action for Advancing Prevention, Protection and Solutions
for Internally Displaced Persons 2018–2020 to mark the twentieth anniversary of the Guiding
Principles on Internal Displacement

Thursday 29 October 2020, 9.30 – 12.00 / 14.00 – 16.00 (Geneva time)

Online

Meeting link: <https://rtce-unog.webex.com/rtce-unog/j.php?MTID=m89788e4a1f0450e0ab527819c056f88c>

Meeting number: 137 757 4036

Password: EuZZkZvA566

PARTICIPANT’S GUIDE

Overview

The intersessional seminar will be comprised of an **introductory session** (30 min) followed by **two panel sessions** (120 min / each).

For each panel session, **three experts** will make a presentation (8-10 min / each). Each panel will then be followed by a **Q&A with all participants** (70 min) and **concluding remarks** by a Member State representative (10 min).

The **moderator** of each of the two panel sessions will be Ms. Cecilia Jimenez-Damary, the UN Special Rapporteur on the human rights of internally displaced persons.

Please refer to the **Concept Note** and **Agenda** for more detailed information, [available here](#).

Speakers list

The Q&A with all participants will be a moderated discussion featuring statements by Member State delegations, UN organizations and other stakeholders according to a **list of speakers** and will follow a **hybrid format** (7 Member States followed by 2 other stakeholders) to allow broad multi-stakeholder participation as requested by Resolution 41/15.

Please note that due to limited time and capacity, *interpretation will not be available*. Interventions should be limited to **2-3 minutes** and made in **English**.

In order to inform the organizers about their desire to speak, and in order to respect social distancing measures currently applied in light of COVID-19, States, specialized agencies, intergovernmental organizations, national human rights institutions, non-governmental organizations, and other relevant stakeholders are requested to send email to migration@ohchr.org, copying chernandez@ohchr.org and blewis@ohchr.org, **by Tuesday, 27 October** with the following information:

- The session during which the oral intervention is to take place: i.e. ‘Panel 1’ or ‘Panel 2’;
- The type of stakeholder speaking: e.g., State, specialized agency, NHRI, NGO, etc.;

- Name of the State or organization;
- Name of the speaker;
- A copy of the oral statement, if desired, which will be part of the intersessional seminar’s documents and listed online at the intersessional seminar webpage [available here](#).

Kindly note that, time permitting, delegations not on the list of speakers will still be able to request to take the floor during the intersessional seminar, by indicating this **via the online chat function** (please see below, ‘Technical information’). However, priority will be given to those registering in advance via the official list of speakers and those requesting to speak during the event will only take the floor after all speakers inscribed on the list of speakers have finished.

Joining the Meeting

The intersessional seminar will be held **online only** via the CISCO WebEx platform.

When connecting, you will be requested to enter your **name and email address**. In order to be identified by the Moderator, we kindly request that you enter your name as “**Country/Organisation name, First name LAST NAME, Title**”. Please note that each field has a thirty-two (32) character limit. For example:

- Name: Honduras, Jane DOE, Ambassador
- Email: [address@email.com](#)

Kindly join the intersessional seminar using the following **event information**:

Meeting link:	https://rtce-unog.webex.com/rtce-unog/j.php?MTID=m89788e4a1f0450e0ab527819c056f88c (Click or copy and paste this address into your internet address bar)
You may be asked to enter the following in order to join the meeting.	
Meeting ID:	137 757 4036
Password:	EuZZkZvA566

If you experience any difficulties joining the meeting, please refer to the CISCO WebEx Help Center page [available here](#).

Using the chat function

Please use the WebEx chat function to ask questions or request to speak (for those not already on the List of Speakers) rather than unmuting your microphone and doing so. This will ensure the meeting proceeds smoothly with minimal interruptions.

Taking the floor

Please wait to be announced or acknowledged by the moderator before taking the floor. Speak or read clearly and at a moderate speed (100-120 words/minute).

Preparation for the Meeting

As you have likely experienced, remote meetings are very different from physical meetings. Having to communicate through a virtual interface platform adds an extra layer of complexity to the interaction. Adhering to the guidelines below will help achieve an effective experience, will facilitate remote interpretation, as well as help prevent some of the most frequent problems from occurring. It is particularly important that speakers in virtual events are mindful of the need to speak at a reasonable and measured pace to ensure good comprehension by other remote participants.

1. **Test your computer's compatibility beforehand.** Delegates are strongly encouraged to test your computer's audio and video functions prior to the event. You can test the WebEx platform functions anytime via the link [available here](#).
2. **Ensure your device is charged and attached to a power source.** Laptops and other devices when reaching 50% battery life will sometimes reduce processor speeds reducing video performance.
3. **During the event your device should be dedicated to the meeting.** All other applications should be signed out and closed. If possible, use a different device to review documents, chat, email, etc. so that there is no interference with the meeting.
4. **Make sure that you join from a compatible browser.** The CISCO WebEx platform works best on Chrome or Firefox.
5. **Participate from a quiet and well-lit indoor space.** Close doors and windows to avoid outside noise. Make sure your face is well lit and set up your device so that it shows a clear, unobstructed view of you and avoids backlight. Don't sit too far or close to the camera. Frame the shot so that your head is at center of the screen.
6. **Use a headset with earpiece and microphone.** Wired or wireless connected headsets tend to provide better quality of sound. Please experiment prior to the event to identify the best configuration. External speakers may create echo, which is why it is best to avoid using the built-in microphones on your computer.
7. **Turn off all sound notifications on your devices** before the video conference starts. If you use a computer, please close all other apps and browser tabs that may have notification

noises. When using a cellphone please kindly place it on silent mode and do not send text messages or make phone calls during the meeting.

8. **Connect early.** Participants should join at least fifteen (15) minutes before the start of the event.
9. **Mind the mute button.** Your microphone should always be muted unless you are speaking. This is to prevent noises that could cause distraction or interruption. The mute button will appear red when muted.

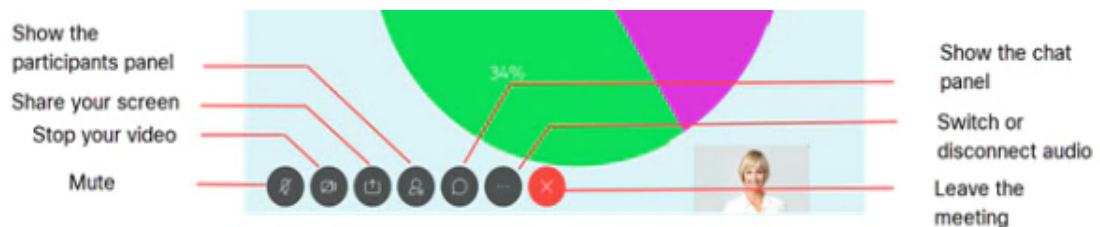
Instructions for using WebEx

If this is the first time you are joining a WebEx meeting, you may be prompted to download the application or browser add-on. **Please ensure to mute your microphone** before you join. All participants should keep their mics muted when not speaking. The following links and tutorials may be helpful:

- Test your WebEx connection: <https://www.webex.com/test-meeting.html/>
- Watch a Webex video tutorial: <https://www.youtube.com/watch?v=fE5FnEUKtaE>
- Learn how to attend a WebEx meeting: <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>

Please note the following key WebEx features:

- Basic navigation – Participants panel



- Mute and unmute microphone

Click  to unmute microphone Click  to mute microphone


- Start and switch off video

Click  to start video Click  to stop video

- Chat function

Click  to chat with all participants

- Choose screen layout (section menu on top right corner of screen)

Select  to use active speaker view

Select  to use active speaker and thumbnail view

Select  to use grid view