

5th Strategic Plan Consultation

Joining instructions for consultation workshops

We look forward to welcoming you to the upcoming consultation on the Convention on Wetland's 5th Strategic Plan. This is a participative event, and you will participate in tasks, discussions etc. to help develop the 5th Strategic Plan.

This meeting will be a maximum of 1hour 30mins. It forms part of wider consultation on these topics.

The meeting will be held via Zoom/Teams and also use a Miro whiteboard for interactive sessions.

Setting up your workspace

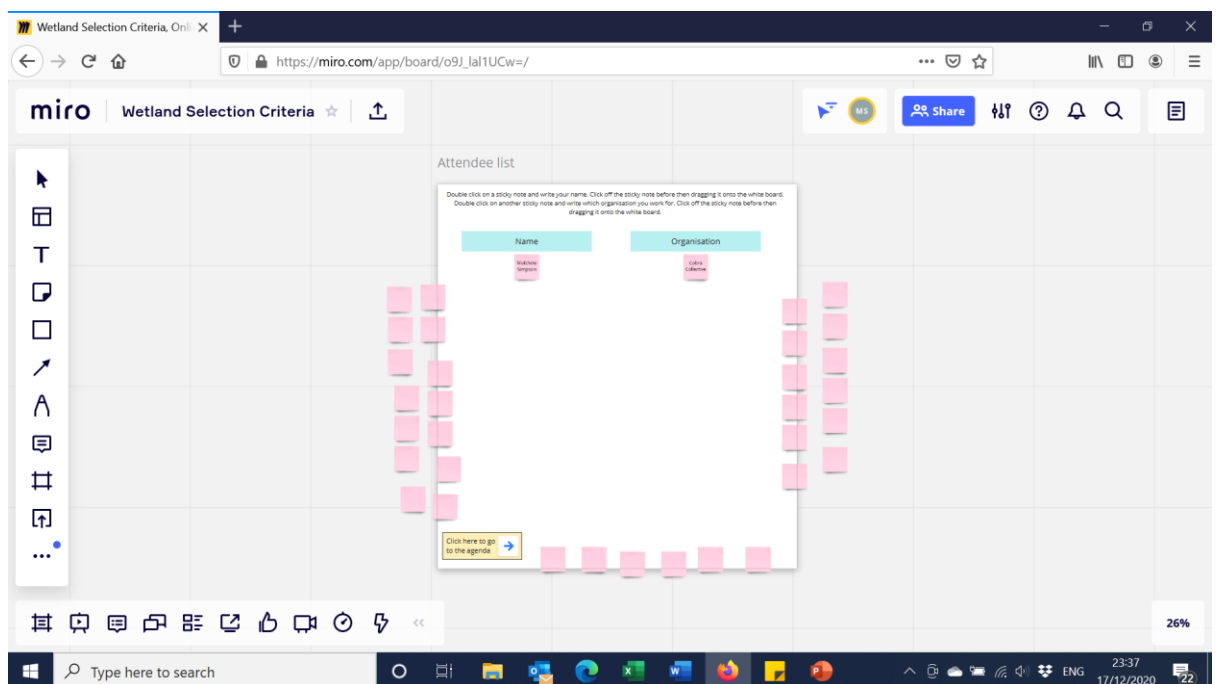
Each attendee will need, at minimum, a laptop or desktop computer with a standard sized screen to attend this meeting.

You will need to keep the Zoom/Teams call running continuously for the duration of the meeting. For some sessions, you will also use an interactive Miro whiteboard that will open in your browser.

If you are using a single computer screen, you will need to minimize / maximize your Zoom/Teams tab and your whiteboard tab at different times. If you have a second monitor at your disposal, however, please connect it to your laptop in advance of the course. It will improve your experience, as you will be able to keep Zoom maximized on one screen, and the Miro whiteboard on the other.

Preparatory tasks

1. Please add your name and who you work for on a practice whiteboard that you will find once you click on the Miro link
2. When you click on this link you will go directly to a screen like the following:





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Now simply follow the instructions on the whiteboard to write on a sticky note. Please try to do this ahead of the meeting so you are familiar with how to write on a sticky note and then drag onto the workspace. We do not have much time in the meeting so practicing beforehand will help.

3. Do not click on the link to the agenda before we start the meeting. We will give you full instructions on how to access the rest of the whiteboards during the meeting and what we hope to achieve for each session.

If you have any problems then please contact the organizer of the meeting.

Meeting

1. Please join the Zoom meeting 5 minutes before the meeting is due to start and log onto the Miro Whiteboard so we can start promptly.