

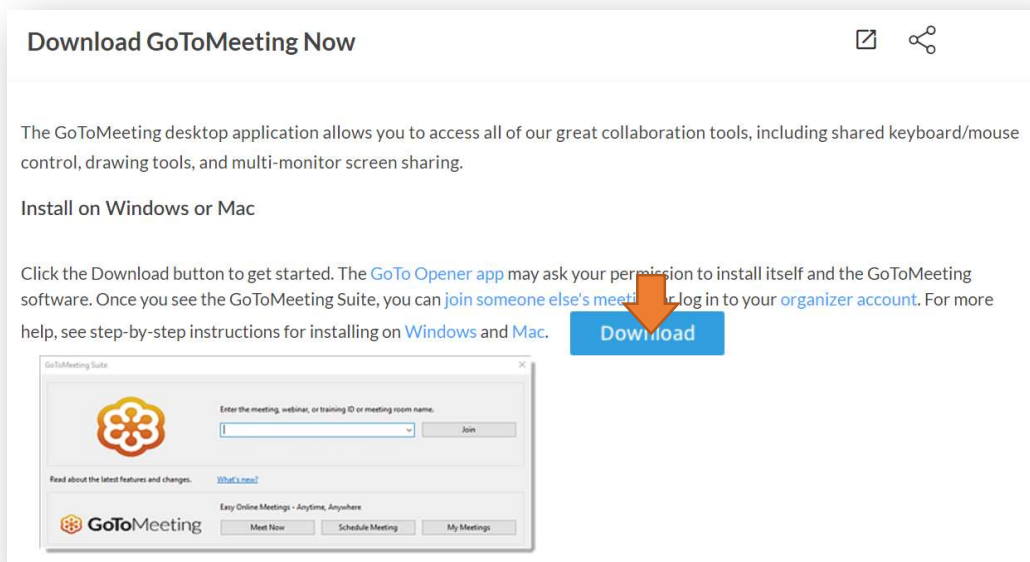
AEWA EUROPEAN GOOSE MANAGEMENT PLATFORM


**5th MEETING OF THE
AEWA EUROPEAN GOOSE MANAGEMENT
INTERNATIONAL WORKING GROUP**
15-18 June 2020, Online conference format

GoToMeeting User Guide for the Participants of EGM IWG5
prepared by UNEP/AEWA Secretariat

This guide is prepared by the UNEP/AEWA Secretariat for the participants of the 5th Meeting of the AEWA European Goose Management International Working Group (EGM IWG5) to be held on 15-18 June 2020 in an online conference format, to facilitate the use of the GoToMeeting online conferencing platform. The participants are also asked to refer to the Protocol for EGM IWG5 ([Doc.AEWA/EGMIWG/Inf.5.1](#)) for the meeting guidelines.

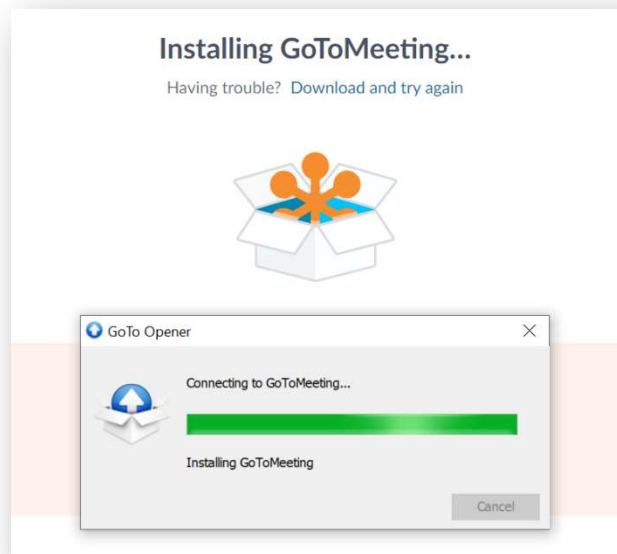
1. If you haven't already done so, use the following link to download the GoToMeeting application:



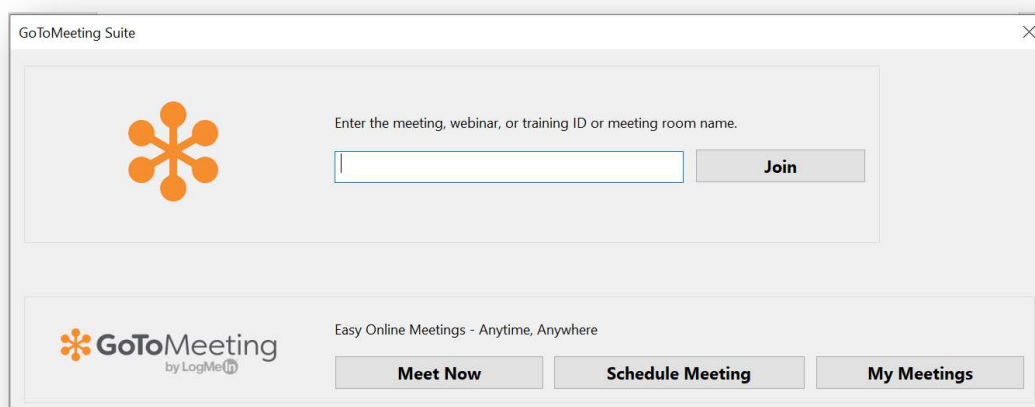
<https://support.goto.com/meeting/help/download-now-g2m010002>

The 5th Meeting of the AEWA European Goose Management International Working Group is taking place remotely in an online conference format.

2. Once the application is downloaded, install it on your device by pressing on the downloaded file to open it:



3. The following window will pop up when the application is installed. The same window appears on your screen every time you open the GoToMeeting application on your device.



You can join the meeting by entering the access code indicated in the invitation or simply by clicking on the invitation link:

GoToMeeting Testing Session prior to the EGM IWG5
Fri, Jun 12, 2020 10:00 AM - 10:30 AM (CEST)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/205781093>

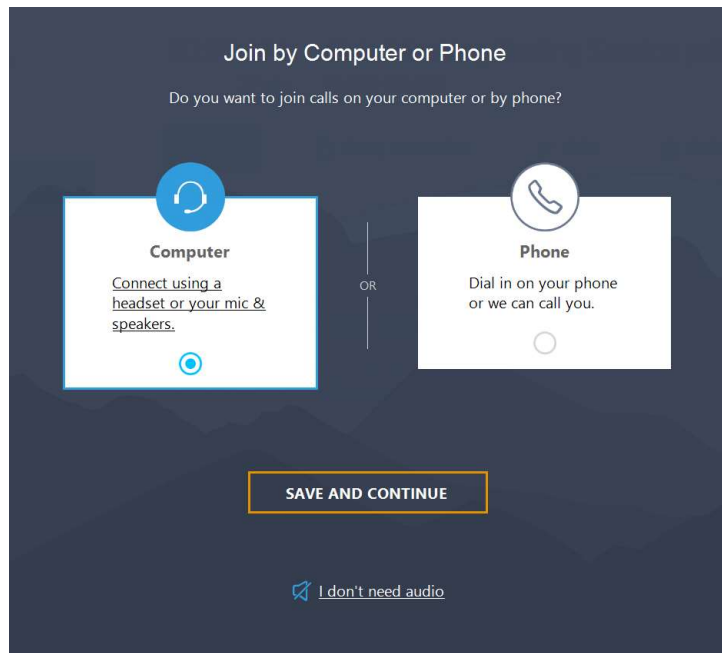
You can also dial in using your phone.
Germany: [+49 721 6059 6510](tel:+4972160596510)

Access Code: **205-781-093**

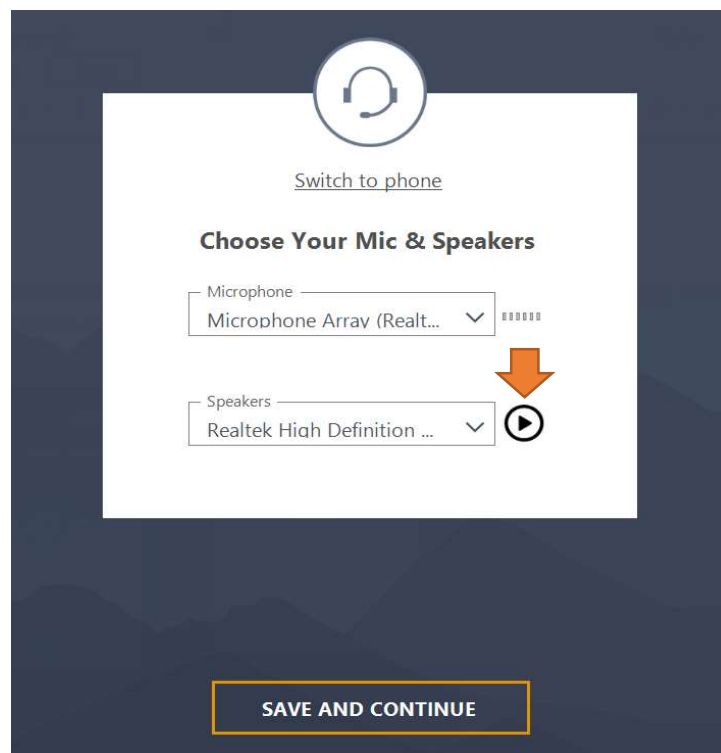
More phone numbers
United Kingdom: [+44 20 3713 5011](tel:+442037135011)

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/205781093>

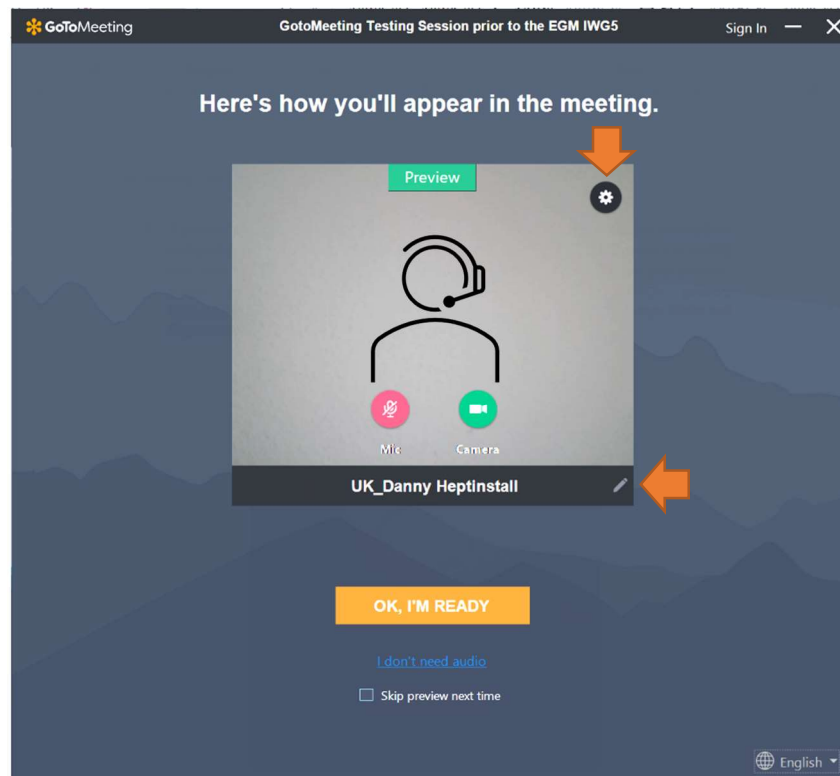
4. In the following window which will appear as next, select the “Computer” option. Please note that you will not be able to participate in the meeting by connecting from your phone.



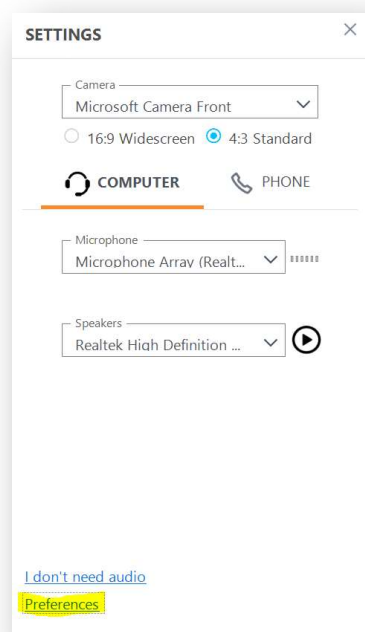
5. Select the microphone and speakers that you will be using during the meeting from the drop-down lists. You can also test your speakers by pressing the button next to the drop-down menu.



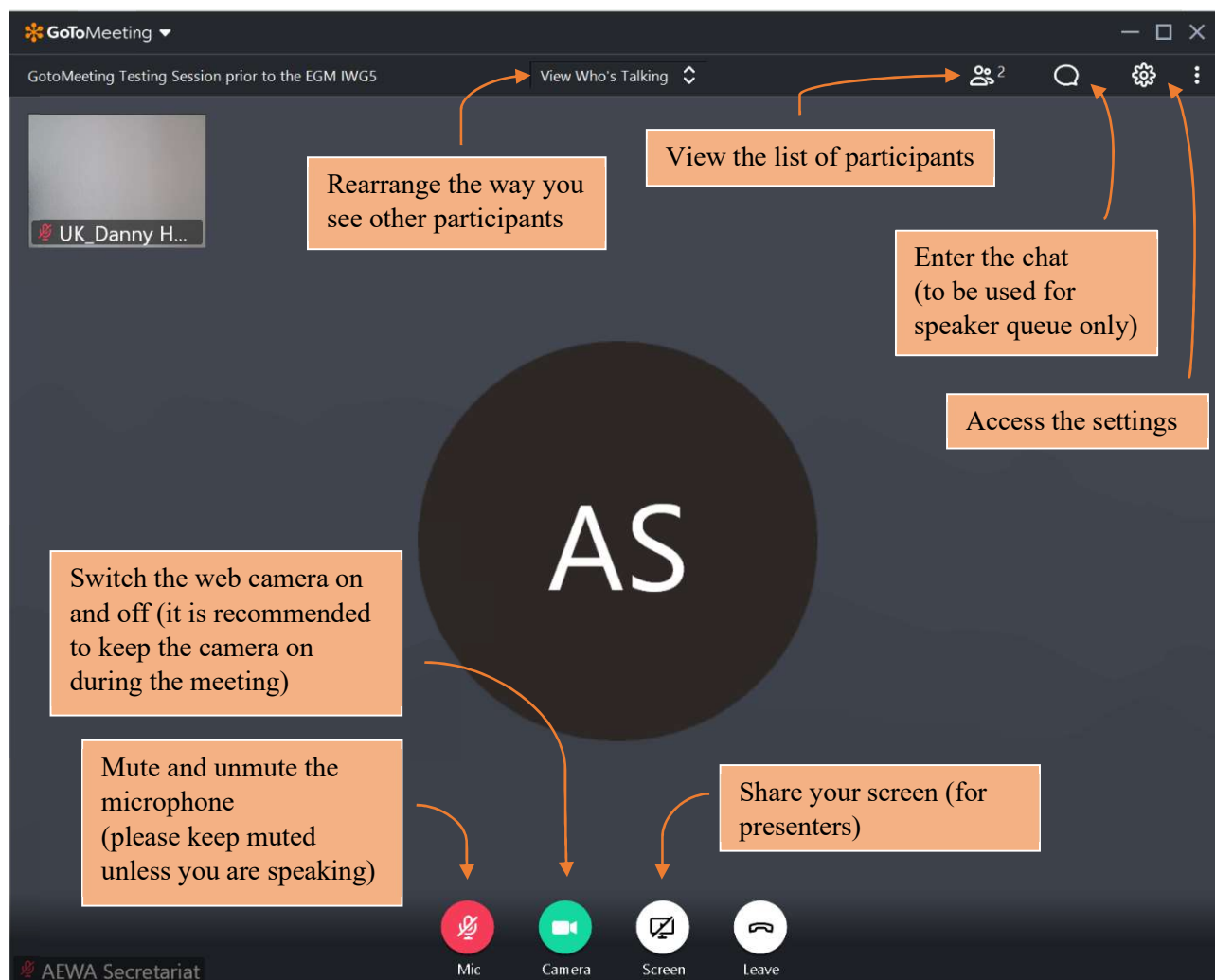
6. A preview from your web camera will appear as next. You can adjust your camera, microphone and speaker settings by pressing the settings icon on the upper right corner. You can also modify how your name appears in the meeting if you click on the pencil sign below your preview. Please do so using the format outlined by the EGM IWG5 protocol ([Doc.AEWA/EGMIWG/Inf.5.1](#)) - **Country_First Name Family Name** for Range States and **Organisation_First Name Family Name** for observer organisations.



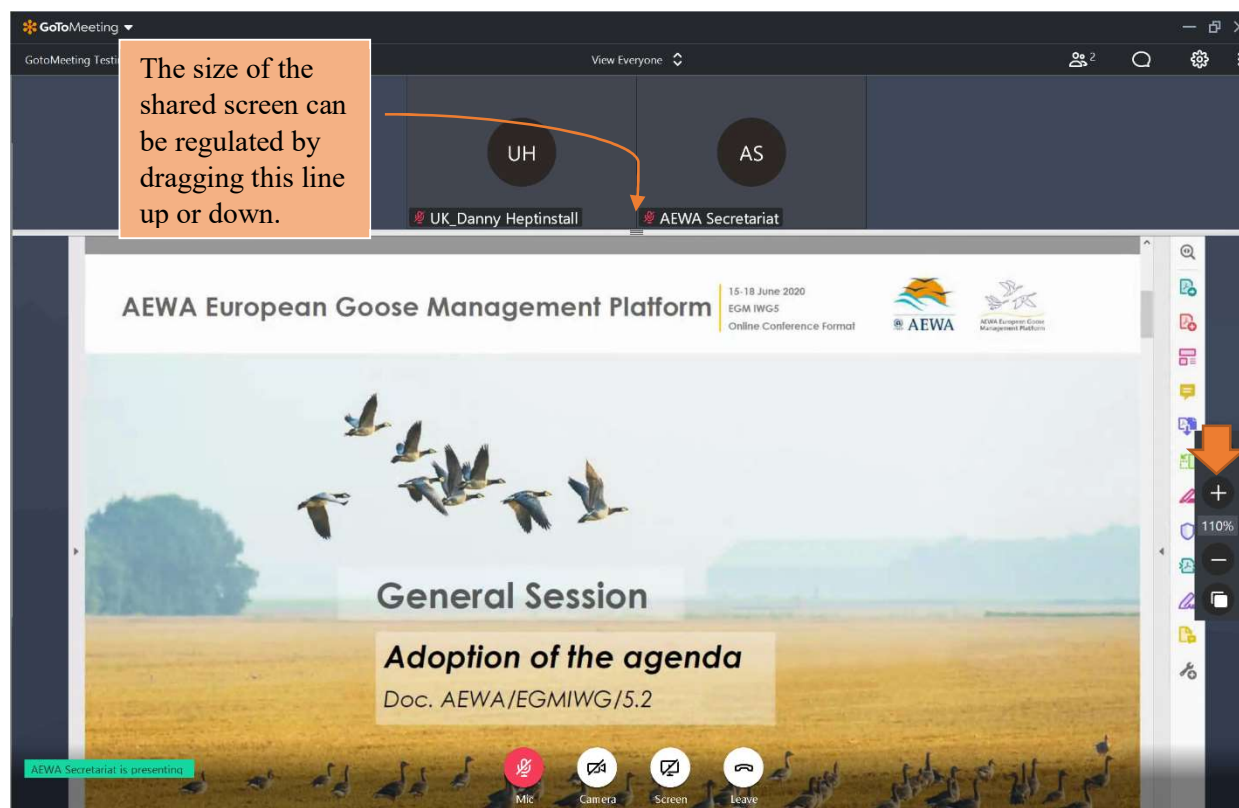
In the pop-up that appears when you click on the settings icon, you can also use the “Preferences” section below for more advanced settings:



7. You will enter the call as the next step. Please see the image below for information on the screen icons:



8. You will have an opportunity to zoom in and out on the shared presentation slides if you are joining the conference call using the GoToMeeting application rather than the web version:



9. If you would like to contact someone from the conference call privately, this option is available from the GoToMeeting application. Choose the “Send Chat Message” option after right-clicking on the name of the person in the list of participants.

