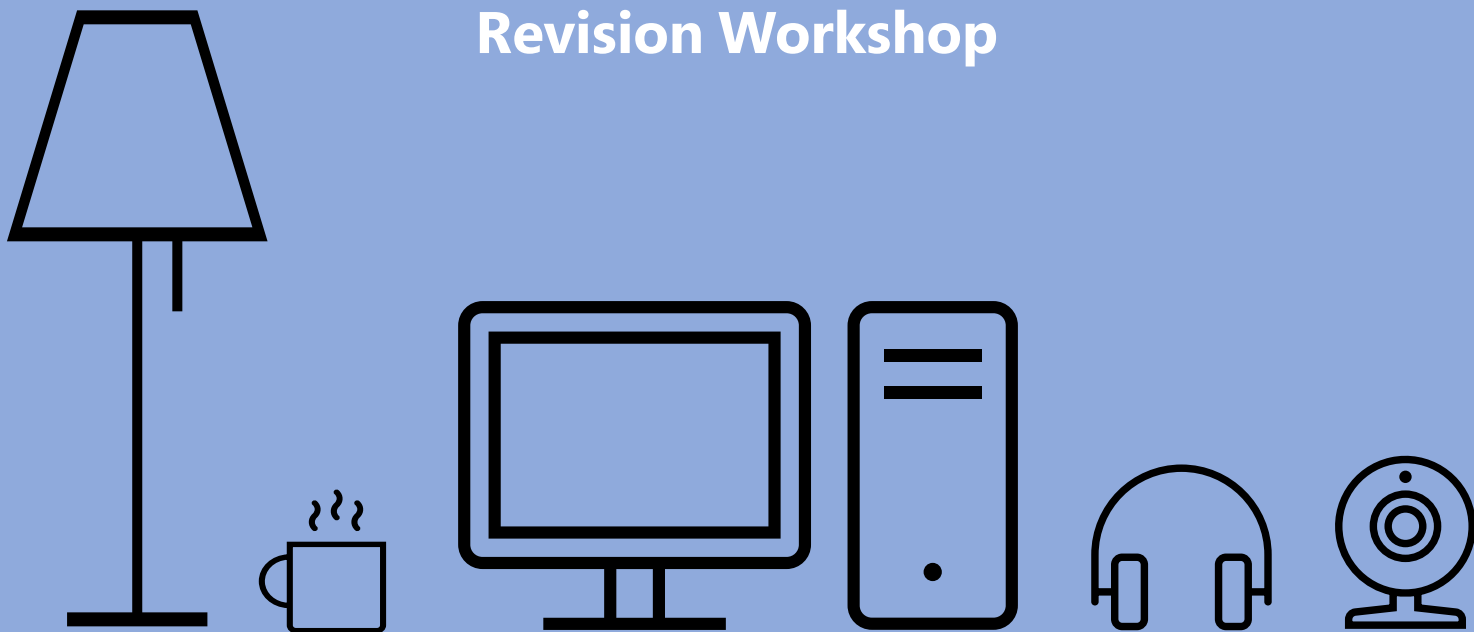


Protocol for Online Participants of the Taiga Bean Goose International Single Species Action Plan Revision Workshop



In order to facilitate the smooth and uninterrupted flow of the Taiga Bean Goose International Single Species Action Plan Revision Workshop to be held on 1-3 April 2025 in a hybrid format, the UNEP/AEWA Secretariat has compiled the following set of guidelines for the meeting participants, attending the workshop online:

1

Before the Meeting



Choose a location with good lighting and clear background.



Choose a quiet environment for the call, any background noises or other distractions may interfere with the meeting.



Make sure you have a stable internet connection, well-functioning web camera and headset by testing them before the meeting.



The online session will be hosted using Zoom video conferencing platform. Although no preliminary download is necessary as the participants can join through their browsers using the meeting link, downloading the application on your computer is free and will provide access to additional features. The Secretariat therefore urges all participants to download and install in advance the Zoom application on their devices using the following link:
<https://zoom.us/download>.



The presenters will be able to share the screen with the meeting participants. Please have your presentation materials ready and open on your computer.

During the Meeting



Please note that the online session will be open for participants to join at 08:45 on each workshop day, 15 minutes before the start of the workshop. All registered participants have received the Zoom links for each workshop day via email.



Please ensure that your name is spelled out using the following format: for Range State delegates, *Country_First Name Family Name*; for observer organisations, *Organisation_First Name Family Name* (example: Sweden_Petter Kjellander).



To ask for the floor, please raise your hand using the "React" button on the bottom bar in Zoom or enter the name of your country/organisation or your own name in the chat window. You will then be given the floor following the speaker queue.



For better engagement, all participants are asked to turn their web cameras on, if possible, for the whole duration of the workshop. Using a headset is recommended for an improved audio experience.



To avoid background noises that may interfere with the session, please always mute your microphone unless you are speaking.



Please note that if you post a comment in the chat, you will be given the floor and asked to repeat your comment.



It is important that you familiarise yourself with the content of the workshop documents in advance of the workshop. All the workshop documents are available for download on the [TBG ISSAP Revision Workshop webpage](#).



In case of any technical issues during the session, please contact Shenay Huseynova (shanay.huseynova@un.org).