



## 4<sup>th</sup> Annual Meeting

18 – 19 October 2022

### Logistical note for UN Network Members and Stakeholders

The 4<sup>th</sup> Annual Meeting of the UN Network on Migration will take place on Tuesday, 18 October 2022 from 10:00 – 13:00, Session I and 15:00 – 18:00, Session II CEST (Geneva time); and Wednesday, 19 October 2022 from 10:00 – 12:00, Session III and 15:00 – 18:00, Session IV CEST (Geneva time).

#### 1. Participation

UN Network member entities as well as civil society and other stakeholders are welcome to attend all four sessions of the Annual Meeting. Member States are invited to take part in the two sessions of the second day of the Annual Meeting.

#### 2. Hybrid format: In-person and remote participation

The Annual Meeting will be held on both days in a hybrid format at the Palais des Nations, Geneva in the Tempus conference room for participants attending in person and on the Zoom platform for remote participants.

Remote participation is possible for both days of the Annual Meeting. The Zoom meeting links will be provided upon registration. Only registered participants will be able to access the meeting via the links. A different meeting link will be provided for each day.

#### 3. Registration

Please note that **all participants** will need to complete their registration **by Monday, 10 October 2022**:

- Click [here](#) to open the link in your web browser.
- Fill in the required information and click on *Submit*.
- A window will appear thanking you for registering for the UN Network on Migration 4<sup>th</sup> Annual Meeting. Your registration is then complete.
- Should you experience any problems with your registration, please write us an email to [unmignet@iom.int](mailto:unmignet@iom.int).

Please note that **if you do not have regular access to the Palais des Nations, you will have to additionally register in the United Nations Indico system**, by taking the following steps:

- Open the following link in your web browser: <https://indico.un.org/event/1002296/>
  - *Please note that the UNOG online registration system works better with the following browsers: Edge, Firefox, Chrome, Safari or Opera.*
- Click on *Register now* and then either login or create an account.
- Fill in the required information and click on *Register*.
- You will then receive an email stating that your registration has been received and is pending confirmation.
- Once your registration has been confirmed, you will receive a confirmation email. Your registration is then complete.



Please make sure that you follow each step carefully and that you have received the confirmation email. Please also make sure to bring a valid passport as well as a copy of your confirmation email the day of the meeting in order to pick up your badge from UNOG Security.

Please also take note of the different locations to collect badges and access the premises <https://www.ungeneva.org/en/pregny-gate-closure>.

To ease the registration process, please allow sufficient time before the meeting to collect your badge and check-in at the meeting room. If desired, you can collect your badge as of 3pm on the day prior to the meeting from UNOG Security. Please note that your badge for the first day of the Annual Meeting on 18 October will also allow you to attend the second day on Wednesday, 19 October 2022 at Palais des Nations, Geneva.

Welcome coffee and networking space will be provided as of 09:30 on both days of the Annual Meeting near the entrance hall.

#### **4. Reception / informal soiree (18 October 2022, 18:30)**

Following the first day of the Annual Meeting, a reception / informal soiree will be held for all participants on Tuesday, 18 October at 18:30 in the restaurant “Les 5 Portes” (Rue de Zurich 8, 1201 Geneva).

The restaurant is located five minutes walking distance from the “Môle” tram stop.

#### **5. Interventions from the floor**

Following the moderators and discussion starters, participants will be given the floor for interventions to ensure an interactive exchange. Participants are encouraged, if possible, to inform the Network secretariat in advance if they wish to take the floor via email to [amuedin@iom.int](mailto:amuedin@iom.int). Participants may also request the floor during the interactive discussions either by raising their hand in the room or by using the options provided by the Zoom platform.

#### **6. Interpretation**

Simultaneous interpretation will be provided in English, French and Spanish for the four regular sessions of the Annual Meeting.

#### **7. Instructions for the use of the Zoom platform**

- You can **join each meeting session 30 minutes in advance** to test your connectivity and audio/video quality. **If faced with any technical difficulty, reach out to the Operator** by using the Chat box if needed.
- Please enter your **full name, organization, and work email** on the landing page (after clicking the link) to identify yourself. To change your name after entering a Zoom meeting, click on the “Participants” button. Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”. Enter the name you would like to appear in the Zoom meeting and click on “OK”.
- Please ensure that you have the latest Zoom version installed and regularly updated.



- Make sure no other application is running in the background or in the system tray on your computer and please deactivate any notifications that could distract you or create noise.
- **Have your headset configured and tested** to work on Zoom before the event. You can test your devices and connectivity at <https://zoom.us/test>. During the meeting you can use the respective upward arrow next to the mic and camera button to change your mic/speaker and camera settings if needed.
- If you wish to speak from the floor, please click on the "raise hand" button (under "Reactions"). Once called upon by the moderator, please unmute yourself and turn on your video by clicking on the microphone and camera buttons (bottom left of the screen).
- By clicking on the GLOBE button (subtitled with "Languages"), you can select the **different audio channels** « English », « French » & « Spanish ».

We strongly recommend familiarizing yourself in advance with the Zoom platform. Please see further enclosed the link to a following Zoom user guide ([Zoom one pager](#)).

We look forward to seeing you at the 4<sup>th</sup> Annual Meeting of the UN Network on Migration.