



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



**Pre-SOM (20-21 November 2022)
17th Senior Officials' Meeting (22-23 November 2022)
Via Zoom Virtual Meeting Room**

GUIDELINES FOR PARTICIPANTS

The Pre-Senior Officials Meeting and 17th Senior Officials Meeting will be held using the platform ZOOM. Meeting participants can access ZOOM from all devices through Zoom application.

Registration Procedure:

1. Click on the Zoom Registration link received in the invitation and proceed to with the registration for the meeting.

2. enter your data in Zoom Registration Form as follows:

For Government/ Country Representatives, please enter your Country Name in two letter format and role in the meeting in the First name Field (i.e., WWF, WCS, TNC, Academe) in the First Name Field. Enter your full name in the last name field (i.e., Henry Cavialli)



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Meeting Registration



Topic	Pre-Senior Officials Meeting (SOM)
Time	Nov 22, 2022 08:30 AM Nov 23, 2022 08:30 AM Time shows in Singapore

First Name*	Last Name*
<input type="text" value="PH"/>	<input type="text" value="Henry Cavialli"/>
Email Address*	Confirm Email Address*
<input type="text" value="henry.cavially@abcd.cc"/>	<input type="text" value="henry.cavially@abcd.cc"/>
Country/Region	Organization
<input type="text" value="Philippines"/>	<input type="text" value="DENR"/>
Gender*	
<input type="text" value="Male"/>	

* Required information

Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

3. You will then Receive a confirmation email with the link to access the virtual meeting.

Meeting Proper:

1. This meeting will have a waiting room to verify participants prior to entering the meeting. Please join the meeting at least 30 minutes prior to the meeting start time to avoid delays in joining the meeting.
2. To minimize possible audio glitches and improve audio quality for everyone during the virtual meeting, it is suggested for participants to use headphones with integrated microphone. If Country representatives are in a group and have to use one microphone, please ensure that whoever is speaking is close to the microphone.
3. Turn off all sound notifications on the device you are using while attending the meeting. Silence also your mobile phone to avoid potential disturbance.
4. Ensure you are in a place with no background noise or echo.
5. Make sure you enter the virtual meeting room in Mute Mode and to unmute only when speaking.
6. Reformat your name as follows: **Country_Full Name** (i.e. PH_Jonathan Perez)
7. Head of country delegation are requested to turn on their video the entire duration of the meeting. Also, frame your camera correctly to see the face clearly. Make sure your camera is at or just above eye level, so you're looking slightly up and into it.
8. Please have your video and microphone on when you take the floor. Also identify yourself by stating your country.

Mute the microphone when you have completed your intervention. This will conserve bandwidth and facilitate a smoother meeting experience.
9. In order to see the speaker in full screen please select "speaker view" instead of "gallery view" in the upper right corner of your Zoom Screen.

Note: At Pre-SOM, Working Groups are requested to strictly adhere to the time allocated for their meeting to ensure the succeeding session starts on time.