

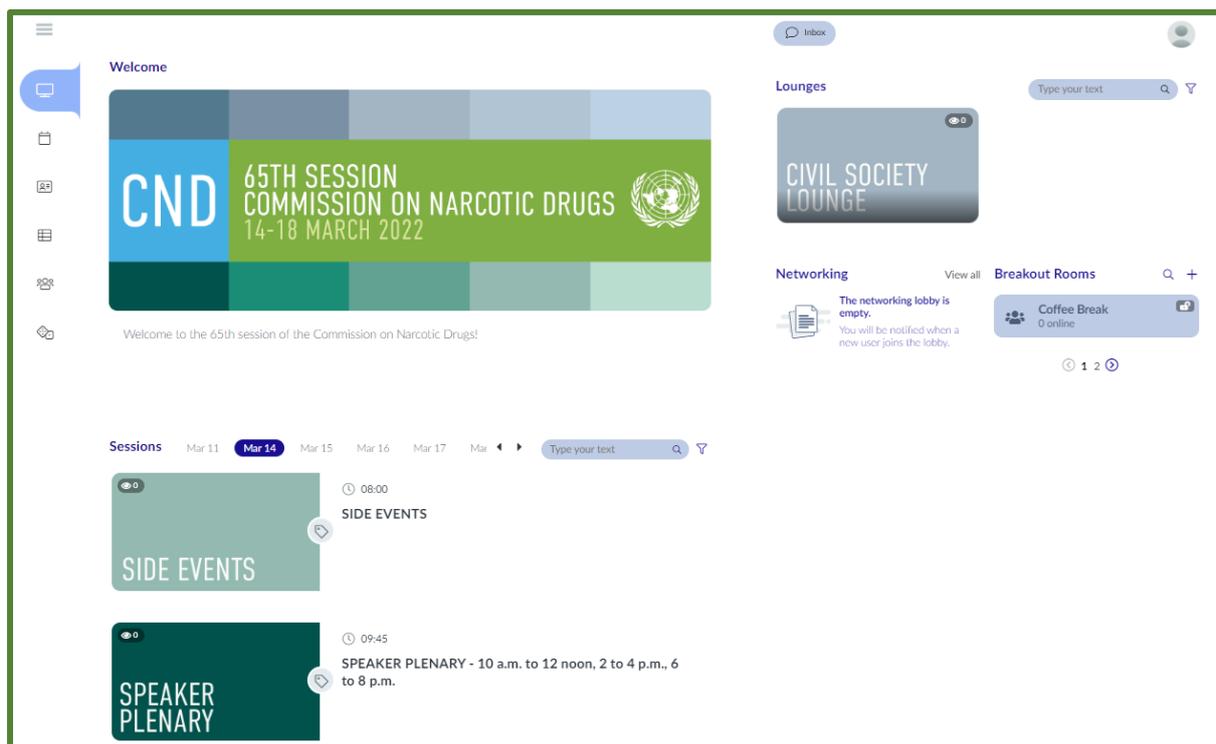


HOW-TO GUIDE – VIRTUAL LOBBY

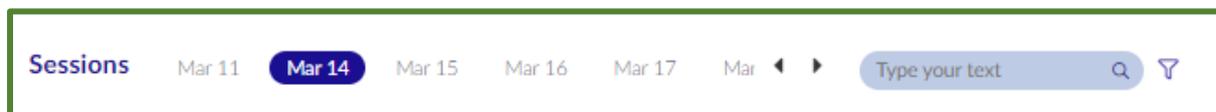
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Welcome to the Virtual Lobby

By logging in with your password, you will enter the **VIRTUAL LOBBY** of the 65th session of the CND as shown below.



On the left side of the lobby, you have an overview of the sessions.



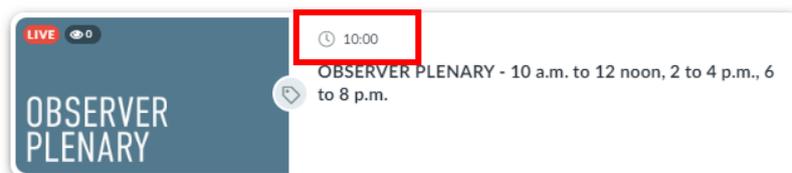
By clicking on one of the days, the sessions that are scheduled for that specific day will be shown.

The Meetings has **three different categories of sessions**:

- A – Plenary
- B – COW (Committee of the Whole)
- C – Side Events

Please note that speakers of the Plenary will only be able to join the meetings **15 minutes** in advance to test the audio and video connection.

You will see in the box of the session the starting time of the session. These are set on Vienna time, and will, depending on from where you are joining the platform from, display the time in your time zone.

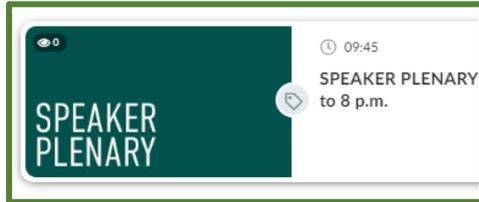


A – Plenary

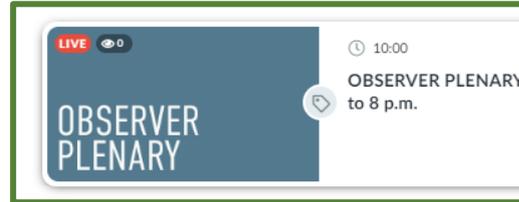
The Plenary sessions will be translated into six UN official languages. For all sessions, there is a participant and observer category.

SPEAKER: In the registration process delegations identified SPEAKER for the sessions. Those participants will be able to access the SPEAKER sessions.

By clicking on the participants box (see below), the speakers will be taken to the speaker room.



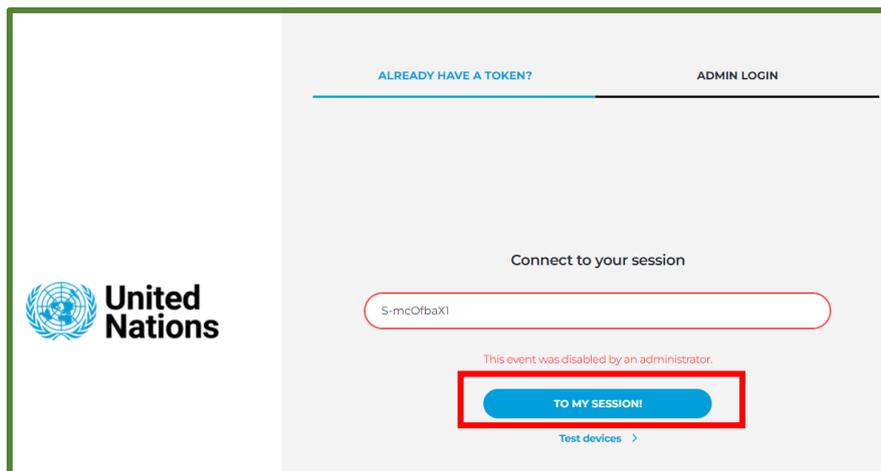
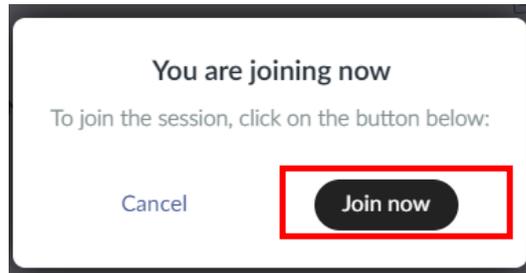
Speakers



Observer

OBSERVERS: All other participants that do not have a pre-assigned speaker's role in the sessions will be able to join the sessions as observers.

Once you click the Box for each meeting, you will be directed to the Interprefy webpage.

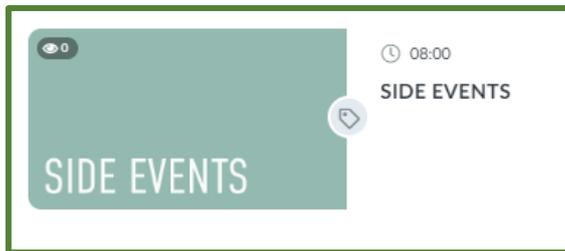


B – Committee of the Whole (COW)

The COW meeting with interpretation will be held on Interprefy, while the COW without interpretation will be held on MS Teams.

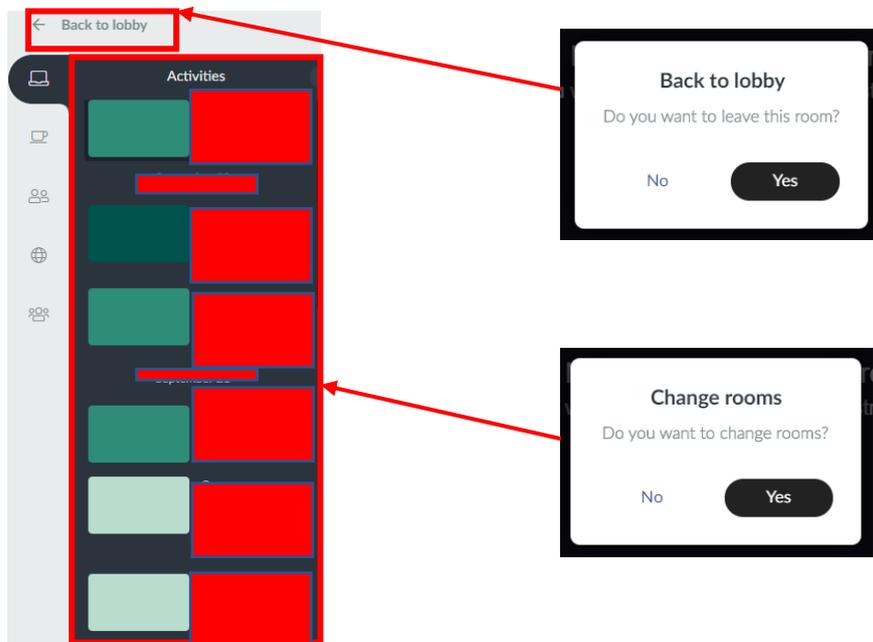
C – Side Events

For the side events, all side events are posted on the Commission’s public websites and linked to the platform. You can see a box named “side events” on the platform, which will direct you to the Commission’s side event web pages. **Please note that some side events might require pre-registration required by the side event organizers!** Kindly reach out to the indicated email addresses of the organizers with any question on the side event.

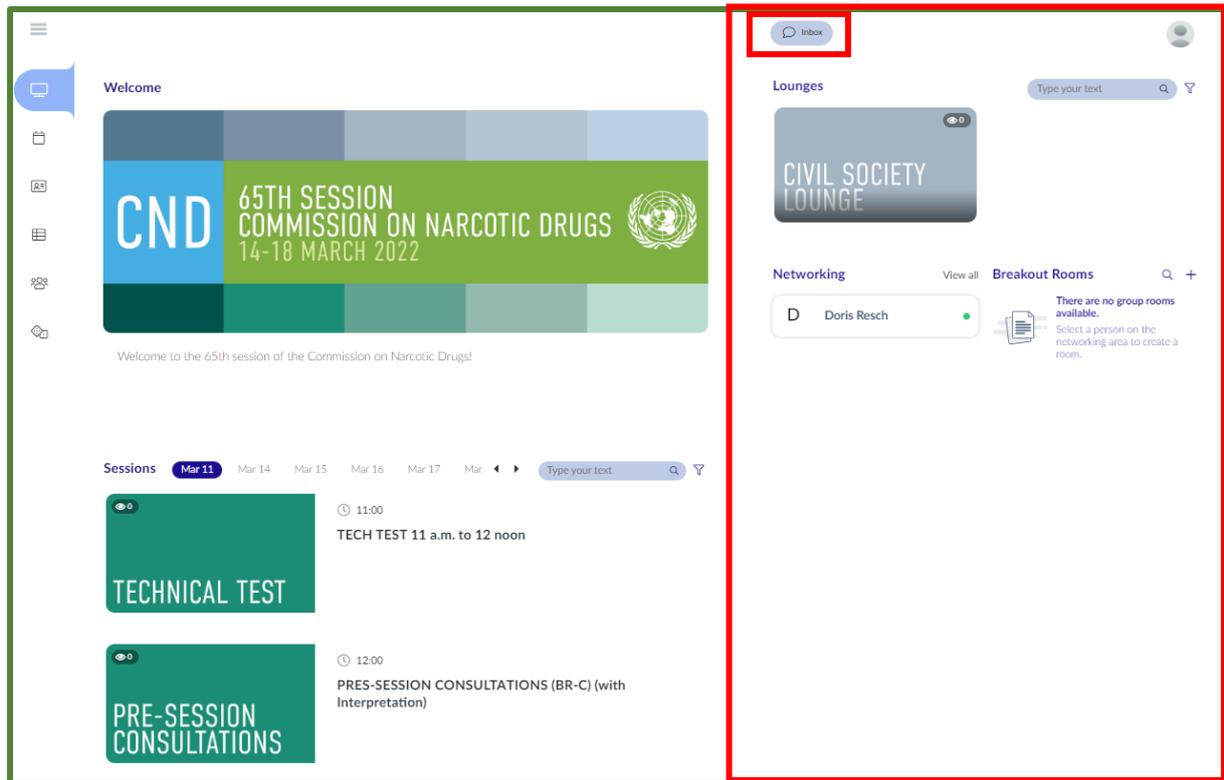


Leaving a session or switching to another session

If you would like to leave a session, you can click on **BACK TO LOBBY** to return to the VIRTUAL LOBBY. Alternatively, you can also **join another session** that is listed on the left-hand side by clicking on the respective session. You can only join sessions that are currently ongoing.

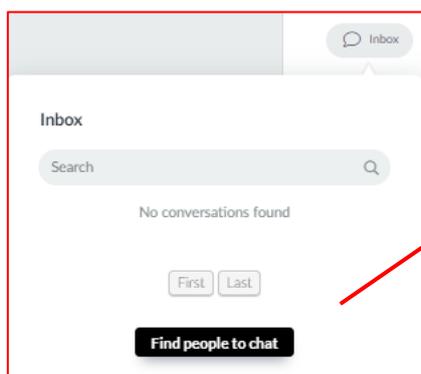


On the right-hand side of the VIRTUAL LOBBY, you can see the different **NETWORKING OPTIONS**.

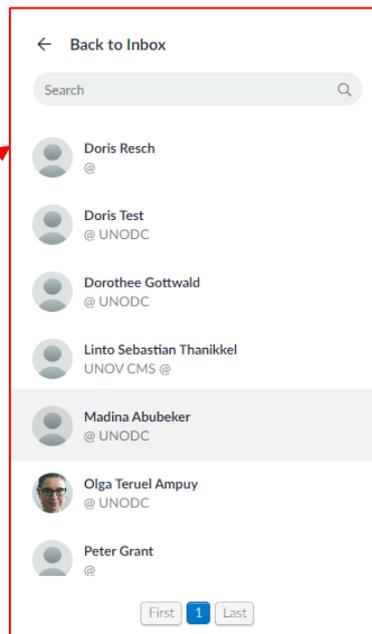


Inbox

On the top of the page on the right-hand side you can see the **INBOX ICON**. You can use the INBOX similar to a text messenger, which allows you to contact other participants by sending them a message. When you click on the icon, your INBOX will open.



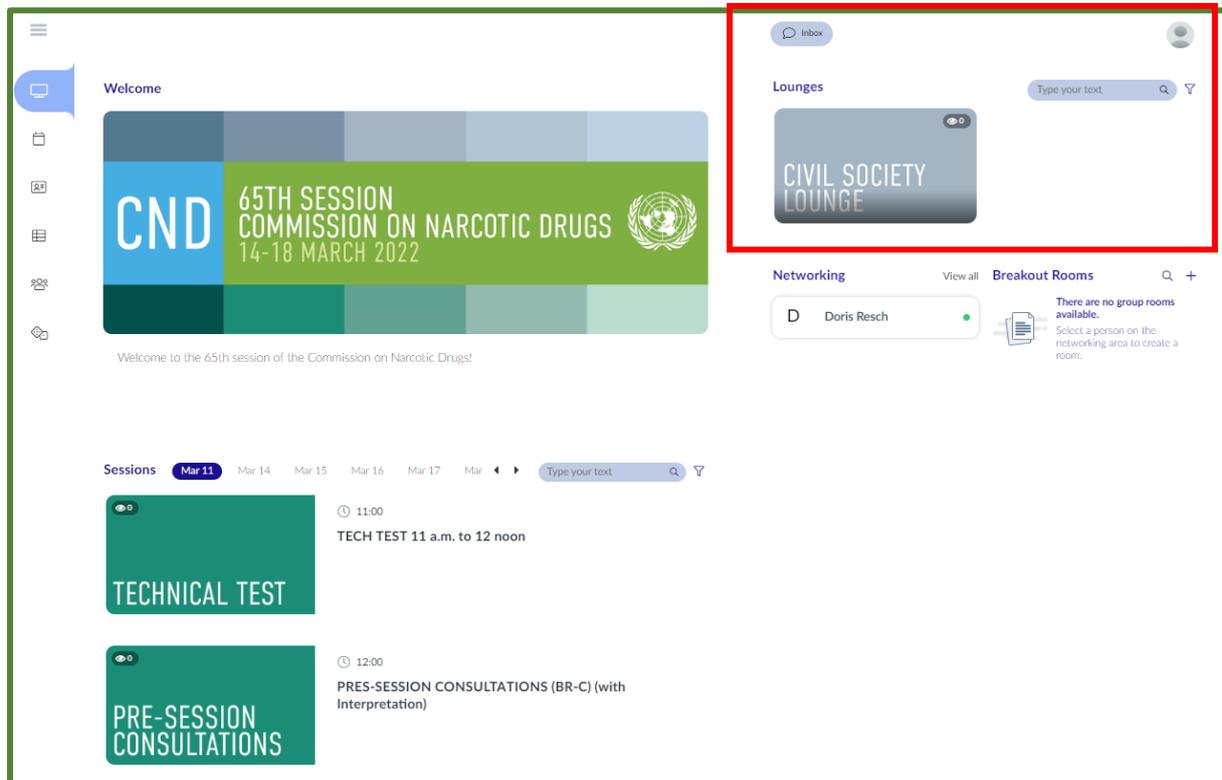
Your **INBOX** will give you an overview of all the messages you have sent or received.



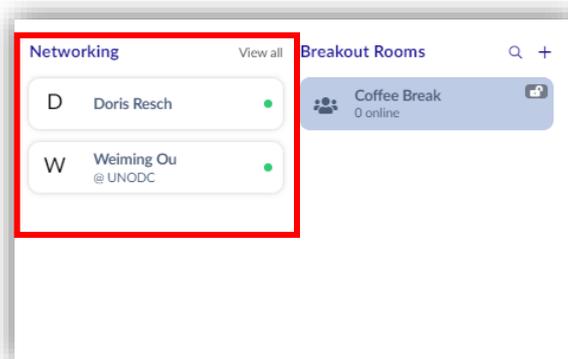
When you click on **"FIND PEOPLE TO CHAT"** a window will open where you can search for the names of participants that are on the platform. By typing in the name and clicking on the participant, you can send a message.

Civil Society Lounge

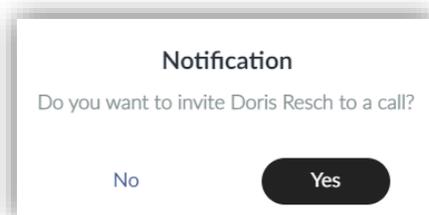
On the right-hand side, you can access the **LOUNGE**. The LOUNGE is open to the NGOs and all other participants on the platform. Contrary to the individual sessions, the LOUNGE is open and accessible for the entire time of the regular session.



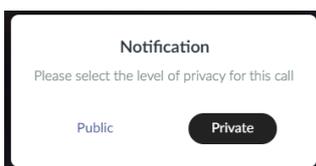
Networking Personal



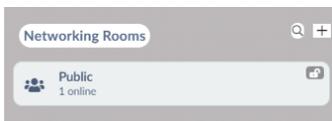
In the **NETWORKING PERSONAL** section, you can see the participants that are currently online, and get in contact with them. You can click on the person and invite them to a call. The following screen will pop up.



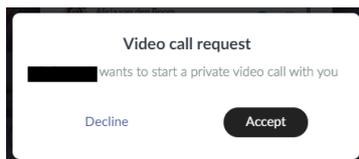
If you click on yes, you will be asked to select the **level of privacy – public or private.**



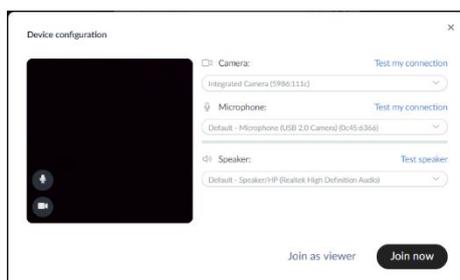
If you click on **'PUBLIC'**, your conversation will be visible in the category **'NETWORKING ROOMS'** (see below)



If you have been invited to connect with another participant, the following screen will appear:



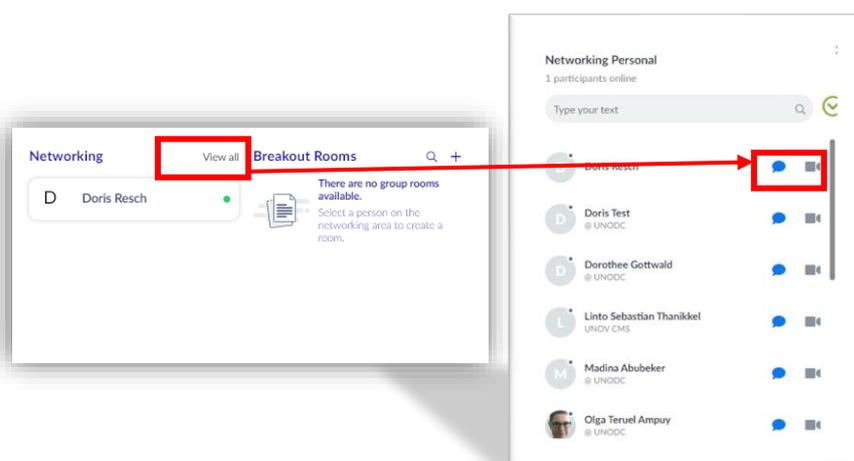
When you **'ACCEPT' the video call**, you will enter the room and will be able to CONFIGURE YOUR DEVICES just like when you would be asking for the floor in an ancillary meeting or a special event.



When you click **'JOIN NOW'** you will be able to talk and interact with the other participant.

Searching for participants to connect

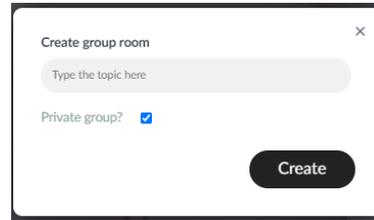
You can also search for participants to connect through NETWORKING PERSONAL. You can click on the **View all**, and a list with a search option will appear.



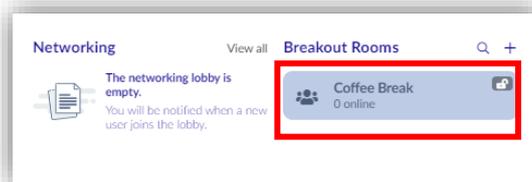
In the search field, you can type in the name of the participant you want to connect with, and then choose if you wish to proceed with a text message or a video call (private or public)

Networking Rooms

In addition to the NETWORKING PERSONAL, all participants can create **NETWORKING ROOMS** by clicking on the **'+ ICON'**. A window will pop up, where you can enter the name of the NETWORKING ROOM and chose if the room is PUBLIC OR PRIVATE. By clicking on **CREATE**, you enter the meeting room you have just set up.

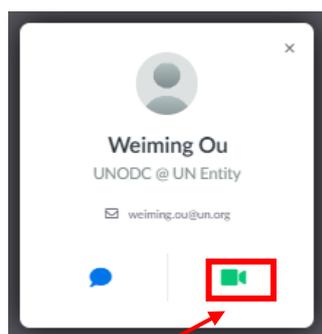


All networking rooms that have been created will be visible in the networking rooms section. An open or closed padlock on the room will indicate if this is a public or private room. Below is an example of a room called "Coffee Break". The padlock is open, and hence this is a public room that any interested participant can join.

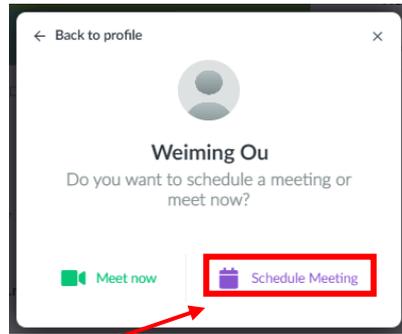


Scheduled 1x1 meetings in the Virtual Lobby

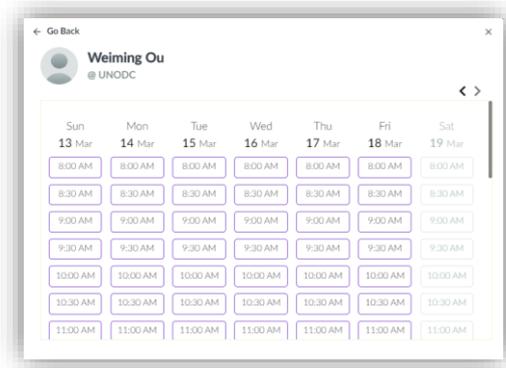
You can also schedule 1x1 meetings in the Virtual Lobby. When you have found the person, you wish to connect with (searching with the magnifier), click on their name. A pop-up will display the attendee's details and allow you to connect with them via message or a video call.



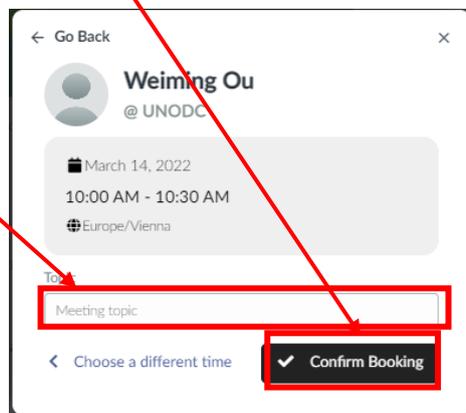
When you select **Ask to meet (CAMERA ICON)**, you will be taken to a screen that will ask you if you would like to **Meet now** or **Schedule Meeting**.



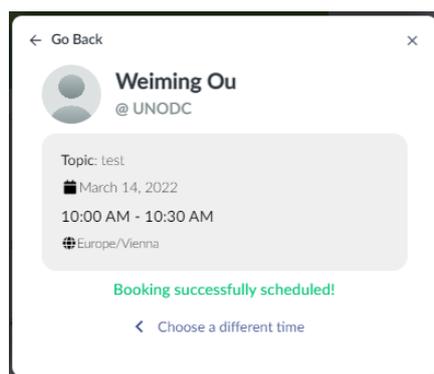
If you select **SCHEDULE MEETING**, you will be taken to a new screen for you to select the best day and time for your meeting.



Once you select the best day and time, you will be taken to a screen where you should **DEFINE THE MEETING'S TOPIC** and press **CONFIRM BOOKING**.



Once you confirm your booking, you will see the screen shown below.



Will the person I invite for the meeting receive a notification?

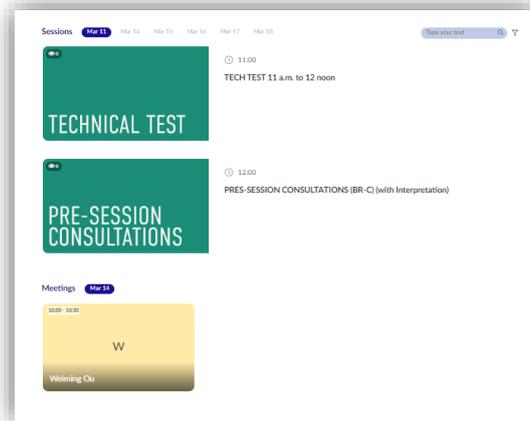
Yes, both you and your invitee should receive emails with the meeting details. Your invitee should also receive a notification in the Virtual Lobby.

E-MAIL CONFIRMATION:

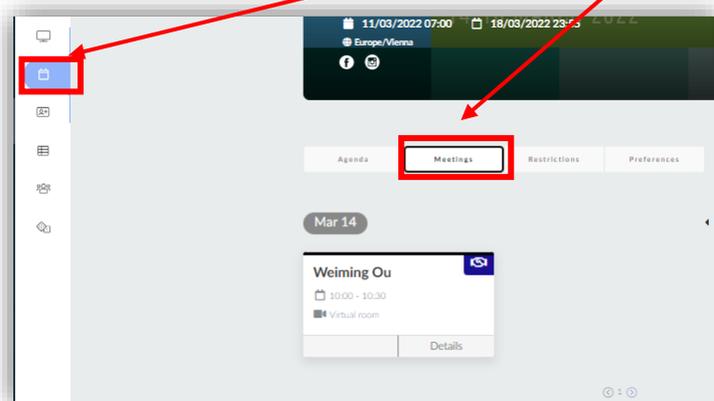


How do I view all my meetings?

All your meetings will be displayed on the main page of the Virtual Lobby. You need to scroll down to the bottom of the page, after the sessions of the day, to see your 1x1 scheduled meetings.

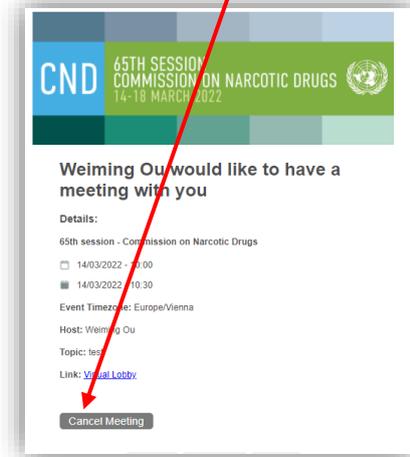


But you can also visualize your meetings by going to **MY AGENDA > MEETINGS**



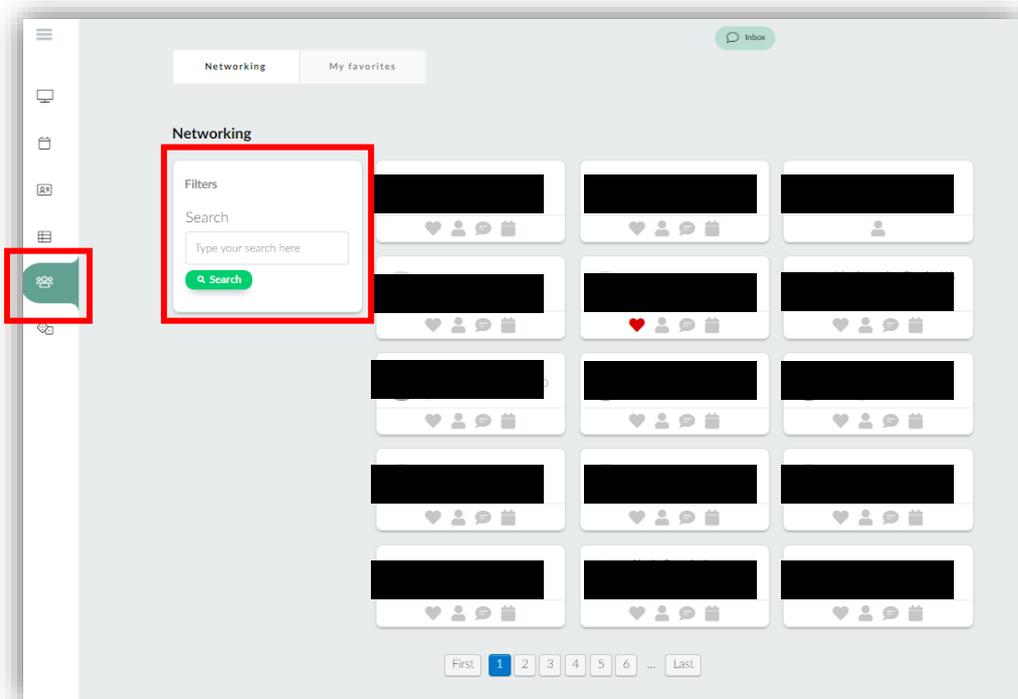
How do I cancel a meeting?

You can cancel a meeting by pressing the **CANCEL MEETING BUTTON** in the email you received with the meeting details.



Networking Filter

You can find the section **Networking** under **My files section**, which allows you to search meeting participants with filters, such as country name, affiliated organization, if the participants choose to be visible.



Speed Networking

You can find the section **Speed Networking** under **the Networking section**, which allows participants to engage in 1x1 meetings randomly assigned in the Virtual Lobby. By clicking **I'm ready**, the platform will **match you with someone who is also exploring this function**. If the connection is successful, you will be able to talk to the other person for **5 minutes**. If nobody is using this function, then you cannot be matched with someone.

