

Data Interoperability: The benefits for the Land Administration sector Webinar

WEBEX User Guide

ISO-2 country code, City	Time interval
AU, Melbourne	18:00 – 20:00
BY, Minsk CY, Nicosia FI, Helsinki GR, Athens IL, Tel Aviv RU, Moscow UA, Kyiv	11:00 – 13:00
CH, Geneva (CET) DE, Berlin ES, Madrid FR, Paris IT, Rome NL, Amsterdam	10:00 – 12:00
NG, Abuja PT, Lisbon UK, London	9:00 – 11:00
TJ, Dushanbe UZ, Tashkent TM, Ashgabat	13:00 – 15:00
KZ, Nur-Sultan	14:00 – 16:00
CA, Ottawa US, Washington DC	04:00 – 06:00

This list is indicative. Our apologies if your city is not on the list. If this is the case, you may check the corresponding time interval for your city [here](#).

Participants

Each country delegation should speak through a single representative; please announce in the chat who will hold that role in the beginning of the call. A confirmation email of your participation would be appreciated.

Connection details

At the time of the meeting, please join using the following links:

Informal virtual consultations

Friday, 24 June 2022 @ 10:00 | Europe Summer Time (Geneva, GMT +02:00);

Meeting details and link:

UNECE SCTCS Informal virtual consultation

Friday, 24 June 2022 | 10:00 Europe Summer Time (GMT+02:00) | 2 hours

Meeting number:

2612 987 7297

Meeting password:

EVftSgmJ827

Meeting link:

<https://unece.webex.com/unece/j.php?MTID=m4bee3bd8fe47b571c3e2622db01551e3>

Join by video system

Dial 26129877297@unece.webex.com

You can also dial 62.109.219.4 and enter your webinar number.

Join by phone

+41 43 456 9566 Switzerland toll

Access code: 2612 987 7297

Testing

In addition, the secretariat will open the virtual meeting room 15 minutes before the start of the meeting. Delegations are encouraged to connect well before the start time so that any technical issues may be resolved before the meeting.

Technical requirements

Upon clicking the “Join meeting” button in the invitation, you will be asked to join via the Cisco Webex software or a browser.

- It is recommended to join via Cisco Webex if you have it installed on your computer. *(Please see the “Assistance and Troubleshooting” section if you would like to install WebEx.)*
- If joining via browser:
 - Ensure you have the latest version of Internet Explorer installed to benefit from full Webex functionality.

If you are experiencing difficulties, please refer to the section “Assistance and Troubleshooting” at the end of this note.

JOINING A MEETING

- 1) Just before the start of the meeting, click the green “Join meeting” button.

MANDATORY and IMPORTANT:

- 2) When you log-in to the Webex, in the name field, kindly put your Family Name + your delegation in parenthesis (preferably using the ISO-country code). If you are a Delegate, please indicate “D” before the delegation name; if you work for the delegation’s Mission in Geneva, please indicate “Mission” before the delegation name. Kindly also indicate your

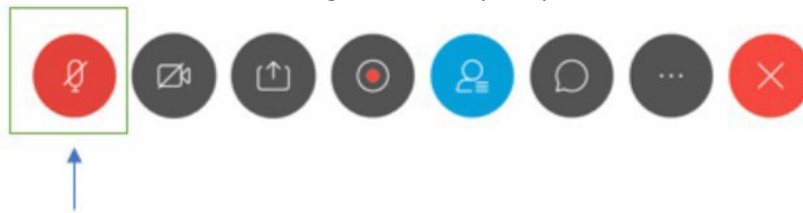
email address as this will be the means to verify participants. Example:

- i. Sullivan (D US); + email in the email field
- ii. Smith (Mission US); + email in the email field

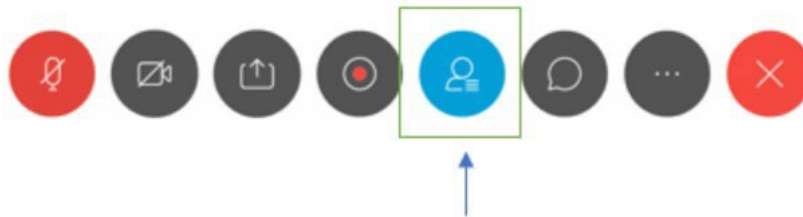
Please note that the secretariat will verify the participants during the session and that unauthorized participants or those who have not filled in the above information correctly will be removed from the meeting.

- 3) When you join, you will see a panel of buttons at the bottom of the conference window. Please follow these three steps:

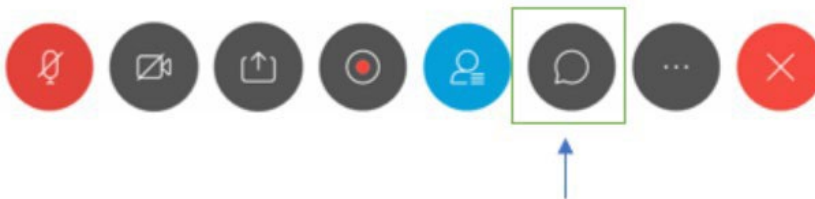
- i. Mute your microphone (it might already have been muted by the host). The microphone button will be **RED** when you're muted.
Good practice: Always keep your microphone muted when not speaking to limit echoes and ensure good sound quality.



- ii. Activate the participants list by clicking on the blue Participants button.



- iii. Activate the chat window by clicking on the speech bubble.
Good practice: In the chat window, you can use the dropdown menu to send a chat message to all participants, or send a private message to a specific participant.

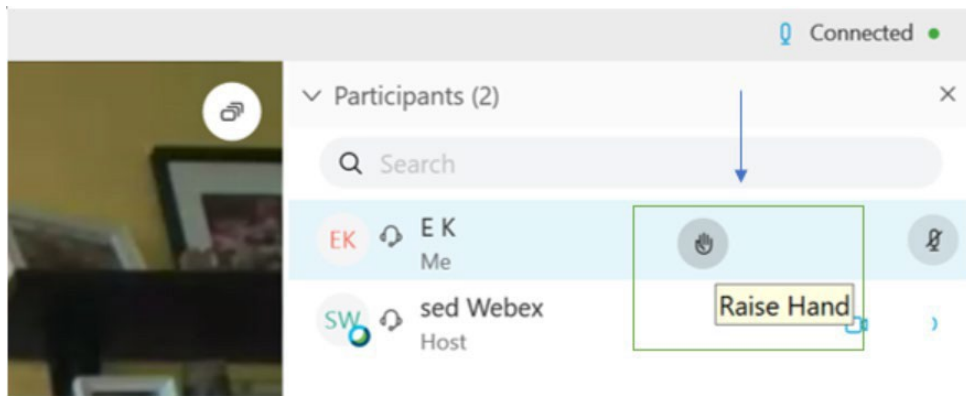


REQUESTING THE FLOOR

In order to fluidify all interventions and avoid multiple people speaking at once, only the Chair of the meeting can give the floor to meeting participants. Please wait until the Chair has recognized your request to take the floor before speaking.

To ask for the floor, click the hand button next to your name in the participants list. The Chair will be notified and will give you the floor. Unmute your microphone and speak.

Good practice: When you are finished speaking, mute your microphone and click the hand sign again to lower your hand.



ASSISTANCE AND TROUBLESHOOTING

If you would like to install the WebEx application on your computer or mobile device, it can be downloaded free of charge at <https://www.webex.com/downloads.html>

In case of technical issues during the Webex meeting, please contact Mr. Tauno Kangur at email: isa.mamedov@un.org

If the WebEx connection should become unstable, participants are asked to turn off their cameras unless speaking.
