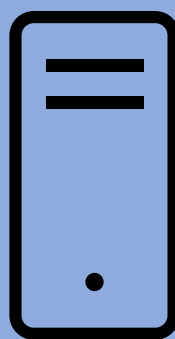
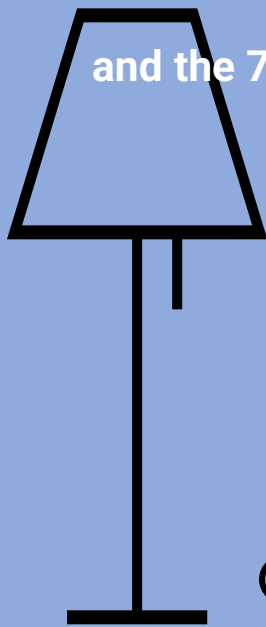


# Joint Meeting of the Bern Convention Network of Special Focal Points on Eradication of Illegal Killing, Trapping and Trade in Wild Birds and the CMS Intergovernmental Task Force on Illegal Killing, Taking and Trade of Migratory Birds in the Mediterranean

## and the 7th Meeting of the Bern Convention Group of Experts on the Conservation of Birds

# Online Meeting Protocol

7 – 10 June 2022



In order to facilitate the smooth and uninterrupted flow of Joint Meeting of the Bern Convention Network of Special Focal Points on Eradication of Illegal Killing, Trapping and Trade in Wild Birds and the CMS Intergovernmental Task Force on Illegal Killing, Taking and Trade of Migratory Birds in the Mediterranean to be held from 7 – 9 June 2022 and 7th Meeting of the Bern Convention Group of Experts on the Conservation of Birds in a hybrid conference format, the Secretariat has compiled the following set of guidelines for the meeting participants:

### 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.



Use a computer (not tablet or smartphone) to join the Zoom session. Make sure you have a stable internet connection (recommended use of Ethernet cable for Internet connection, not wifi), well-functioning web camera and headset by testing them before the meeting.



The conference call will be hosted using Zoom online conferencing platform. No preliminary download is necessary as the participants can join through their internet browsers using the meeting link. However, downloading the application would provide access to additional features: <https://zoom.us/download> .



The presenters will be able to share their screen with the meeting participants. Please have your presentation materials ready and open on your computer. Use headsets with built-in microphone with USB connection to the computer. The use of the laptop's microphone, wireless headsets or Bluetooth headsets is highly discouraged.

## During the Meeting (Webinar Sessions)



Please note that the conference call session will be open for participants to join 30 minutes before the start of the session. All participants will receive by email the link for connecting to the session.



Before entering the conference call, every participant will be asked to enter their name and email address. This information will be used to register your name and country/organization as an online participant. Participants will not have the microphone button nor the camera available.



As this is a hybrid meeting, the Chair will ensure participants at the venue and from the Zoom platform are given the floor. To ask for the floor, please use the chat function. When the moderator gives you the floor, please turn on your camera and microphone.



Using a headset is recommended for an improved audio experience.



Please be mindful of time during the meeting – covering all agenda items in the planned timeframe will require a joint effort from everyone.



Due to limited time, all the presentations shall be kept in the indicated time. All the meeting and information documents are available for download on [Joint Meeting Bern Convention and CMS MIKT webpage](#)



In case of any technical issues during the call, please contact [flor.congressrental@gmail.com](mailto:flor.congressrental@gmail.com)