

Logistical Note for virtual informal consultation

The virtual informal consultation will take place on **Friday, 4 February 2022 from 10.00am to 12.00pm** (New York local time), via Microsoft Teams.

Join Microsoft Teams Meeting

Virtual informal consultations will take place via Microsoft Teams. Meeting invites, including the respective link to access the meeting, will be circulated to First Committee delegates through the UN's e-delegate mailing list. The link to the meeting can also be requested by emailing conventionalarms-unoda@un.org.

Participants can join the meeting by clicking on the link using one of the three options below:

1. Using a mobile device without MS Teams account

- For participants using mobile devices who do not have a MS Teams account, click *Join as guest*.
- Participants will be required to enter their name. Please use the following format: COUNTRY/ORGANIZATION - First Name Last Name [e.g. UNODA - Jane Public]
It is important that you include this information, particularly the name of the Delegation.
- Then click *Join Meeting*.

2. Using a computer without MS Teams account

- For participants using a computer who do not have a MS Teams account, click *Join on the Web instead*.
- Then click to allow the use of microphone and camera.
- Participants will be required to enter their name. Please use the following format: COUNTRY/ORGANIZATION - First Name Last Name [e.g. UNODA - Jane Public]
It is important that you include this information, particularly the name of the Delegation.
- Then click *Join Meeting*.

3. Joining with a MS Teams account

- For participants who have a MS Teams account, click on **Sign in and join**.

After following the respective steps above, participants will be admitted to a virtual lobby. The organizers will verify your identity and admit you to the meeting.

In order to start the meeting on time, all participants are requested to log in at least 5-10 minutes before the scheduled start of the meeting.

Language

Informal consultations are conducted without interpretation.

Conduct

Requesting the floor

Delegations wishing to request the floor to ask a question or make statement or a comment are asked to use the chat or the raise your hand function to request the floor.

(Please lower your hand after you have taken the floor.)

The mute button

To avoid distractions, interruptions or background noise, please always mute your microphone unless you have been given the floor.

Troubleshooting

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting.

MS Teams Functionalities

Participants
mute/unmute

Chat

Raise/Lower hand

Video on/off

Microphone

