INSTRUCTIONS FOR THE PARTICIPATION TO THE REGIONAL REAL-TIME ONLINE CONFERENCE ON RISK ASSESSMENT AND RISK MANAGEMENT UNDER THE CARTAGENA PROTOCOL ON BIOSAFETY

(Note from the Secretariat)

To take part in the Real-time Online Conferences, you must have an application called *Silverlight* installed in your computer.

You need to install the Microsoft Silverlight application on your computer and test the conference interface before the actual Real-time Online Conference

To install Silverlight and test the Real-time conference page, please follow these instructions:

- Go to http://bch.cbd.int/onlineconferences/live-ra-test.shtml
  You will be asked to Sign-In to the Management Centre of the BCH with your login (registered email) and password.
- When you access the page of the Real-time Online Conference for the first time, if the application Microsoft Silverlight is not yet installed on your computer you will be asked to install it and this may require administrator rights for your computer (ask your system administrator for details)
- In case the application Microsoft Silverlight is installed, once signed-in you will see the test page of the Real-time conference.

If you see the "Install Microsoft Silverlight" image above, please follow these instructions:

- Click on the "Install Microsoft Silverlight image".
  The following message will appear: "Do you want to run or save?"
- Click on the 'Run' button.
  The following message will appear: "Install Silverlight".
- Click on the 'Install now' button.
  To install the application it is likely that you will need to have Administrator rights for the computer you are using. Please ask to your Computer System Administrator for details. If the installation is successful to *The following message will appear: "Installation Successful".*
- Click on the 'Close' button.

- Finally, **it is VERY important that you refresh the page before proceeding**. *To do this you may use the F5 key on your keyboard (if the browser you are using is Internet Explorer or Google Chrome) or the Ctrl+R keys (if you are using MozillaFirefox)*
- You are now in the Real-time Online Conference test page.

Getting acquainted with the interface

The Real-time Online Conference test page is similar to those that will be used for regional conferences.

On the **left-hand side of the screen** there are 2 boxes.

- The first is the **'Agenda'** box. The agenda item being discussed will be highlighted for your ease of reference.
- The second is the **'Chair Notes'** box. Chair's message to the participants will be shown here

In the **middle of the screen**, there are 2 boxes.

- The large box, **'Interventions'**, at the top of the central space, is where all the interventions to the conference will be posted with the most recent at the bottom. At the top of each intervention, a line in the relevant color, will inform about the name of the author and the time of the intervention.
- The small box, at the bottom of the central space, is where you may write or paste your interventions.

On the **right-hand side of the screen** there is column where the participants to the conference will be listed, divided into the following categories:

- Chair (in blue)
- Parties (in green)
- Non-Parties (in red)
- Observers (in light grey)
- Secretariat (in orange/yellow)

Posting an intervention

Similar to a face-to-face conference, you need to **request the floor** if you wish to make an intervention;

- To request the floor click on the **"Request the floor"** button
- The name of the person who has the floor is indicated in the grey area below the large "Intervention" box.

- A grey microphone beside a participant's name indicates that the participant has requested the floor and is waiting for his/her turn to make an intervention.
- If you change your mind and decide you do not want the floor, simply click on the cancel button.
- A green microphone beside a participant's name indicates that the participant has the floor and is making an intervention.

When it is your turn to post your intervention, you will see a message in red on the top of the small central box reading: "**You have the floor**" and the "**Send**" button will turn red and start flashing.

From the moment when you have been given the floor, **you will have 60 seconds to send your intervention**. For this reason, you should prepare your intervention before requesting the floor and copy and paste it into the text box.

- You may write your intervention directly in the small box at the bottom of the Real-time conference page OR (suggested) in your preferred word processor and than paste it in the small box (by using the keys Ctrl+V if you are using Microsoft Windows OR Apple+V if you are on MacIntosh).

  IMPORTANT: the Silverlight application does not enable the user to "paste" by using the mouse, so please familiarize yourself with the keyboard shortcuts of your operative system that will allow you to paste the text in the small box of the conference page once you have copied it from your word processor. For example, you can paste what is copied by holding down the control (Ctrl) key on your keyboard and then press the 'V' key on your keyboard if you are using MS Windows operative system.

- **Interventions are limited to 1000 characters** (approximately 300 words).
- If you do not send your intervention within the 60-second time limit, the floor will pass to the next person and you will have to request the floor again.

HelpDesk

At the top left corner of the real-time conference page, you will see two buttons that allow you to switch between the Conference and the Helpdesk.

- Click on the HelpDesk button to require assistance. Enter your question in the text box at the bottom of the screen and click on the 'Send' button. Your message will be sent to the Help Desk only (managed by the CBD Secretariat).
- While you are waiting for the HelpDesk to answer your question, you can return to the Conference by clicking on the 'Conference' button at the top of the screen.
- When the Secretariat has replied to your question, the 'HelpDesk' tab will begin flashing. Click on it and the read the HelpDesk's reply in the large main box.

<u>Do NOT be alarmed if you see a message saying that you have been disconnected. You do not need to take any action and will be automatically reconnected within a few seconds.</u>

At any time you may refresh your screen (by using the F5 or Ctrl+R keys) or reconnect to the real-time conference page. By doing this, you will not lose any information because the system will reload all interventions posted from the beginning of the conference.

Please note that, in the case of emergencies only, during the Real-time conference, you may also phone the Secretariat for assistance at +1 514-287-6681

<u>Participating in the Conference</u>

To attend a Regional Real-time Online Conference, follow these instructions:

- On the date of the conference, go to
  http://bch.cbd.int/onlineconferences/realtime_ra.shtml;
- Click on the link for the regional conference which you would like to participate;
- If you are a participant to the Open-ended Online Expert Forum on Risk Assessment and Risk Management, you will be accepted as a participant to the Real-time Online Conference.

  IMPORTANT: Experts who have been nominated by Parties have been automatically registered in their respective regional conference. Experts nominated by non-Parties and Observers were given the option to choose one regional real-time online conference in which to participate.

- All forum participants will also be able to watch the conferences of other regions as "guests". However, guests will not be able to post interventions.

The first round of Regional Real-time Online Conferences will take place as follows:

- 1st Real-time Conference for Europe, 28 January 2009
  (10:00 – 14:00 UTC/GMT, *in English*)
- 1st Real-time Conference for Latin America, 3 February 2009
  (15:00 – 19:00 UTC/GMT, *in Spanish*)
- 1st Real-time Conference for Africa, 10 February 2009
  (10:00 – 14:00 UTC/GMT, *in English*)
- 1st Real-time Conference for Asia, 17 February 2009
  (3:00 – 7:00 UTC/GMT, *in English*)

  To convert UTC/GMT times to your local time please go to the "Time Zone Converter" at
  http://www.timeanddate.com/worldclock/converter.html

For further information please send an email to riskassessment.forum@cbd.int