



TECHNICAL INSTRUCTIONS

REGIONAL ONLINE REAL-TIME CONFERENCES ON SOCIO-ECONOMIC CONSIDERATIONS

I. Necessary Software and Installation

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

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

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

- Go to http://bch.cbd.int/protocol/cpb_art26/realtime_se_test.shtml.
- If Microsoft Silverlight is already installed in your computer, you will see the test page of the real-time conference and do not need to take any further action.
- If Microsoft Silverlight is not yet installed on your computer, you will see this image:



- 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. You may need administrator rights for your computer to install the application. Please ask your Computer System Administrator for details.
- If the installation is successful, 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 Mozilla Firefox.)
- You are now in the Real-time Conference test page.



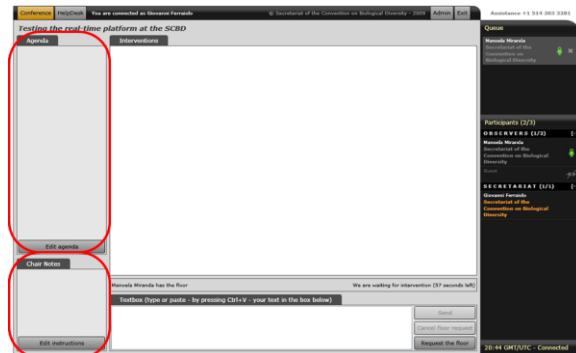
Convention on
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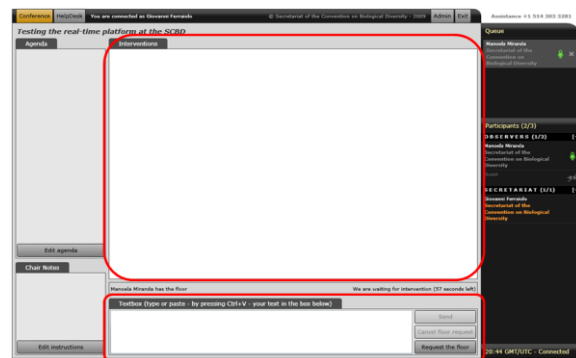
II. The Real-time Conference Interface

The Real-time Conference test page is similar to those that will be used for regional conferences. The main features of the Real-time Conference are as follows:



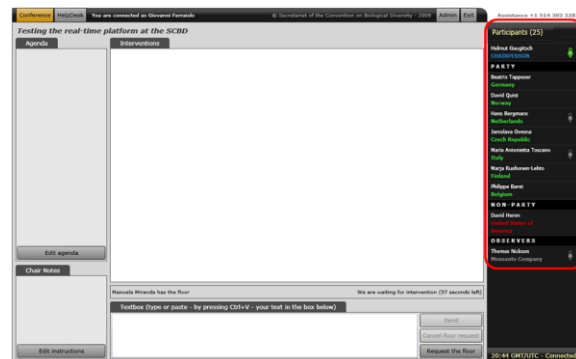
On the left-hand side of the screen there are 2 boxes.

- The first is the “**Agenda**” box. The agenda item being discussed will be highlighted for ease of reference.
- The second is the “**Chair Notes**” box. The Chair’s messages 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 appropriate color will provide the name of the author and the time of the intervention.
- The smaller box, “**Textbox**”, 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 in 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)

III. Posting an Intervention

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

- To request the floor click on the **“Request the floor”** button next to the Textbox.
- 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 floor request”** button next to the Textbox.
- 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 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 in your preferred word processor and then paste it in the small box of the real-time conference (preferred) 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” text by using the mouse, so please familiarize yourself with the keyboard shortcuts 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 (by using the keys Ctrl+V if you are using Microsoft Windows or Apple+V if you are on MacIntosh).

- 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.

IV. Requesting Help during a Real-time Conference

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 request 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 HelpDesk 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 then read the HelpDesk’s reply in the large main box.

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.

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.

In the case of emergencies only, you may also phone the Secretariat for assistance during the real-time conference. The telephone number will be indicated on the screen during the real-time conference.

V. Participating in a Real-time Conference

Nominated participants will be registered for the real-time conference for the region in which they are based. Participants may only take part in one real-time conference. Participants will receive an e-mail message containing the details of the real-time conference for which they have been registered.

On the date of your conference, go to http://bch.cbd.int/protocol/cpb_art26/realtime_se.shtml:

- Click on the link for the conference for your region. (The page for each conference will only be open on the day of the conference.)
- You will be asked to log-in to the BCH with your username and password.
- You will then be accepted as a participant to the real-time conference if you were pre-registered for that conference.

Note: All registered BCH users will be able to watch any of the conferences as “guests”. However, guests will not be able to post interventions.

The schedule for the Regional Online Real-time Conferences is as follows:

- Western Europe and Others Group and Central and Eastern Europe (in English)
13 June 2013, 13:00 – 17:00 GMT
- Asia and the Pacific (in English)
17 June 2013, 3:00 – 7:00 GMT
- Africa (in English)
20 June 2013, 10:00 – 14:00 GMT
- Latin America and the Caribbean (in Spanish)
27 June 2013, 14:00 – 18:00 GMT

To convert GMT to your local time, please consult the “Time Zone Converter” at <http://www.timeanddate.com/worldclock/converter.html>.

Questions? Send a message to paola.scarone@cbd.int.