THE ALLIANCE
FOR CHILD PROTECTION
IN HUMANITARIAN ACTION

PARTICIPANT'S CHECKLIST

2020 ANNUAL MEETING FOR CHILD PROTECTION IN HUMANITARIAN ACTION: INFECTIOUS DISEASE OUTBREAKS & THE PROTECTION OF CHILDREN

Participant Checklist:
How to Attend This Year's Annual Meeting

Table of Contents

Joining instructions to access Zoom sessions

To ensure that you are ready for the start of this year's Annual Meeting, it is essential that you complete the following checks and tasks **before** the start of the event on 5 October.

It is your responsibility to be ready to attend this virtual event and to ensure that you have completed all the technical checks and setup in advance.

Steps to complete 3-5 working days before the start of the event

1. **Complete a connection test** on the computer you will be using during the event
2. [Download](#) **and Install the Zoom desktop application** in your computer and create an account if you don't already have one (a free account is perfectly acceptable)
3. Test Zoom with your camera, headset and microphone
   a. We do highly recommend you use a headset to control background noise

How to prepare for this event: 5 Steps to complete before 5 October

1. Watch the pre-recorded presentations, which will be available [here](#) from **Monday 28 September**.
2. Review the other 2 "How To" lists in this pack including *How to login and use Qiqochat* and the *How to use The Guild - Before, During & After the Event*
3. Attend one of the three Open House sessions (scheduled for **29 Sept**, **30 Sept** and **1 Oct**, where you will have the opportunity to try out Qiqochat, understand the layout of the event and how to navigate in/around each session. *Note - You will have to have created a Qiqochat account. You will be receiving an invitation to join the event directly from Qiqochat by email. If you have not received this by 29 Sept, please email:* ***annualmeeting2020@alliancecpha.org***
4. Prepare a suitable Out of Office message to activate during the event so you're not inundated with emails or tempted to check them when your actively engaged in sessions

On the day

1. Find a quiet work space away from co-workers, family, pets, etc. (if possible)
2. Make sure your calendar and work space are free the 30 minutes before and after the Annual Meeting sessions each day
3. Prepare your workspace for the event. Note that you will be seen and heard throughout the event (**Participants' videos are invited to always be on**) so be conscious of what's behind you. Try **not** to sit with your back to a window or light source or have anything too distracting in your background. Also, try to have sufficient desk space for using your computer and taking notes. *Note - The sessions in this year's annual meeting have been designed to be interactive workshops. So come prepared to enjoy meaningful discussions with your peers*

4. Inform your colleagues and family that you will be unavailable for the duration of the event each day
5. Ensure that all your equipment is fully charged or plugged in
6. Test Zoom with your camera, headset and microphone once again just to be safe

Steps to complete 15-30 minutes before joining the event each day

1. Prepare your computer and close all non-essential applications
2. Bring up Qiqochat from your email.
3. Ideally, **disable all notifications on your desktop** for the duration of the event
4. Ideally, **activate the flight mode on your mobile** or at the very least **turn off all notifications** or **enable Do Not Disturb**
5. **Activate your Out of Office message** on your email application
6. **Access Qiqochat** in order to join the appropriate Zoom Meetings following the link sent to you by email

How to access the Zoom sessions during the Annual Meeting:

1. In Qiqochat, on the left-hand side of the screen, you will see a list of the sessions that are open at that time. *Note - All other sessions will be hidden to avoid confusion*
2. When you first enter the event, you will automatically be in the Plenary space on Qiqochat. This is the Main Space for the event.
3. To enter the Zoom Room for that session, simply click the green **Join Video for Plenary** button at the **top left** of your screen. This will automatically take you into the Zoom session.
4. **Please keep your video on when in the Zoom Room.** You will automatically be muted upon entering the room but please feel free to unmute yourself whenever you are asked to partake in the discussion.
5. You will be sent into smaller breakout rooms for small group discussions throughout the Annual Meeting. When you are in these breakout rooms, please be sure to **turn your video cameras on <u>and</u> unmute yourself** so that your peers can see and hear you just as if you were in the same room in-person.
6. If you have difficulty joining by video and are forced to join by phone, note that you will have to hit the # button on your phone to return to the plenary space from a breakout room. You will automatically be moved into the breakout rooms and you will be able to hear everyone on the call. The International Dial-In Number is here: https://zoom.us/zoomconference?u=rhjABbxnN6vrRrQVgpJXVvSQkhAc7fuhzeOQMhmTQqc. You will need to enter the meeting ID and Password which can be found in the Qiqochat tab for that session under **Dial-In Access**
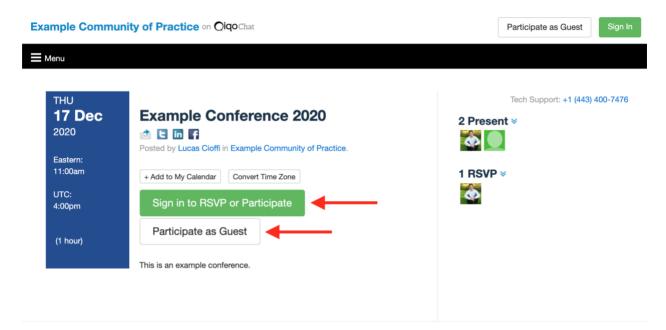
Points to note when in a Zoom meeting:

1. You can change your own name by clicking the 3 dots at the top right of your own video
2. You can chat to everyone in the meeting by opening the chat panel at the bottom of your screen. You may also send private chat messages to individuals within the session
3. You may ask questions in the chat box, but please be conscious of who you want to see or direct your questions to. **E.g. If you have a technical question for the producer of the session, send a private message via the chat box to <u>ALLIANCE PRODUCER</u>.** Please **do not** send your question to <u>Everyone</u> in the meeting. There will be 1-2 producers in every meeting who will be available to assist you.
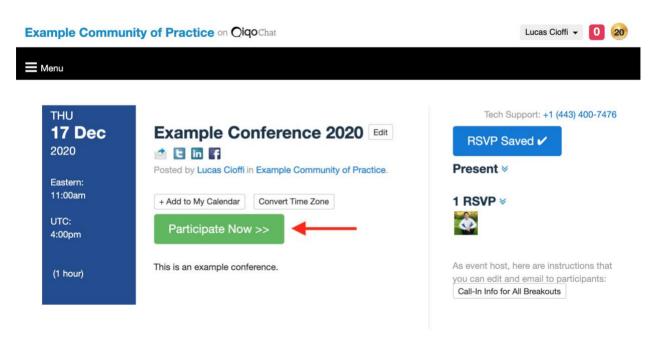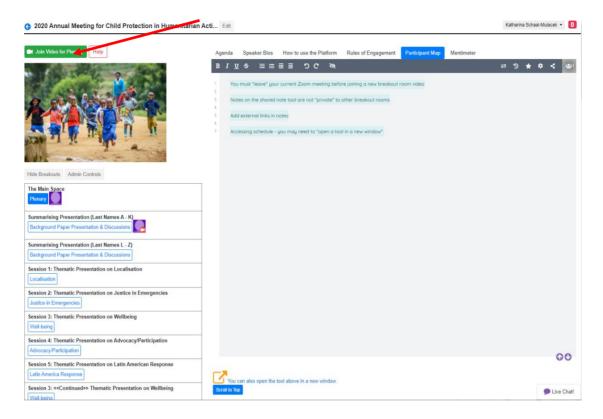
How to Login and Use Qiqo Chat

1. Make sure you've already <u>Downloaded Zoom</u>
2. You will receive an email with the link to the event on Qiqo Chat. In the email click on the link to visit the event and then Sign In. *Note - You must sign in under the email address to which you were emailed the invitation. <u>You will not be able to enter the event from any other email address</u>.*
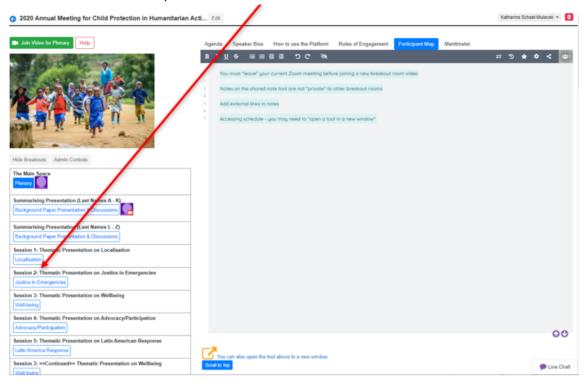

3. Click "Participate Now" to enter the main room called "Plenary".

4. Click on the green button to launch Zoom for the main room (plenary). You will then be automatically connected via Zoom to the main plenary session.

5. **To change room (session)**: You can change the room (session) by closing zoom and clicking on any of the blue boxes on the left side of the screen. These will be clearly labeled with the name of the session and a description.
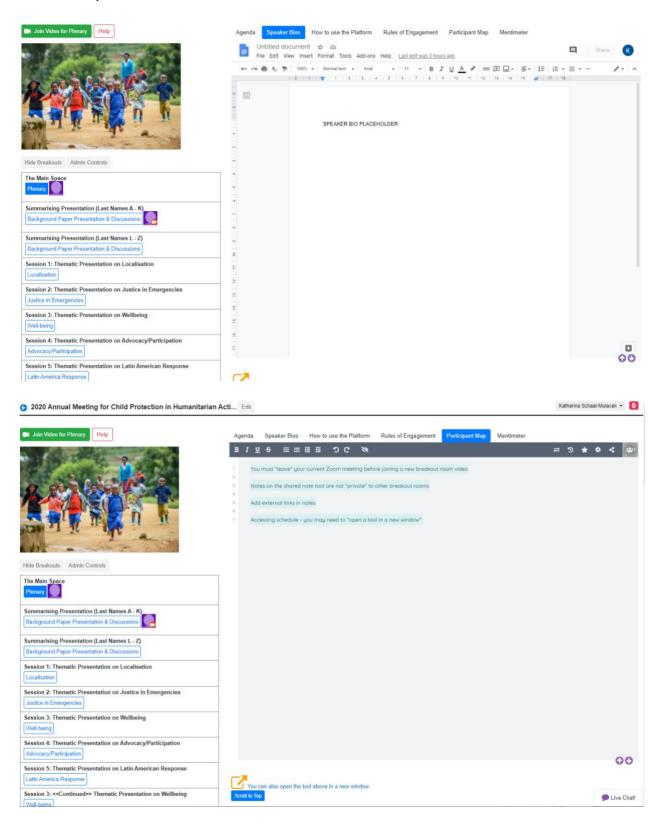

6. By clicking the button, you will automatically enter this other room (session). To enter the Zoom meeting, you then have to click the green button at the top left corner of your screen to join the session via Zoom.

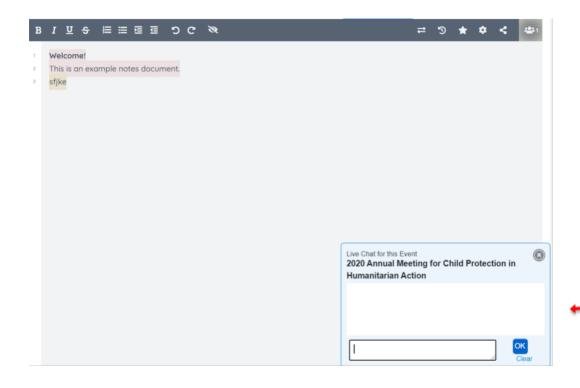## About the session materials available in Qiqochat

1. In each session you will find documents, tools and other useful information on the right-hand side of the screen under various tabs. Just click on the tab and the corresponding view with the information, documents, tools or videos you selected will open automatically.

Screen Examples:

Qiqochat Chat

On the bottom right hand side of the screen, you will see a little icon that says **Live Chat** where everybody can chat with everyone else in the event. **Look here for reminders as to next session's starting time.**

How to use the Guild - Before, During & After the Event

1. Check your emails for an invitation to join the [2020 Annual Meeting](#) in the Guild
2. Click the link and accept to join the group. There are also groups being setup for the Alliance's Task Forces, Working Groups and the Secretariat
3. While it's not strictly necessary, we do highly recommend you download **the Guild** App via the **App Store** or **Google Play** to your mobile device. This way you can participate in conversations throughout the day without having another window open on your desktop or laptop.
4. The Guild has been set up as an asynchronous space to allow for on-going discussions on a variety of relevant topics surrounding the annual meeting
5. Please go in and introduce yourself under the **Introductions** thread
6. We have also created a **Help Desk Thread** should you have any technological questions or difficulties about Qiqochat, Zoom or The Guild
7. Presenters will be invited to start populating the Guild prior to the event so please feel free to go into the Guild at any time and start participating in conversations with fellow participants and presenters
8. You can also Direct Message other members of the 2020 Annual Meeting Guild Group
9. The Guild has a fantastic summarising email that goes out every morning so you can get caught up on whatever you might have missed

Engagement Guidelines

Guidelines for Engagement at the 2020 Annual Meeting for Child Protection in Humanitarian Action

Together as participants, we create the environment that we will all inhabit over the five days of this event. As such, we are each responsible for contributing to a safe space for respectful and meaningful conversations over the course of the event.

No space can be completely "safe" and we agree to work together following the below guidelines and practices to maintain a productive, enjoyable and open space for everyone.

1. **Sign in early.** We have included soft start time every day from 13:00 - 13:30 CET to allow everyone time to settle in, test their connections, audio and video and to say hello to fellow participants before the first session of the day begins
2. **Act professionally and listen.** Value the viewpoints and experiences of other people that do not meet with your own experiences. Keep your camera on and mute your microphone when you are not speaking.
3. **Be mindful of the environment you bring with you…**
   a. **Leave your keyboard alone.** Again, we invite all participants to keep their videos on and to unmute themselves when it is time to actively participate in discussions but it's a terrible distraction to hear someone typing away when everyone else is trying to hear someone else speak
   b. **Dress appropriately** to be seen amongst your peers in the humanitarian sector
   c. **Be conscious of your surroundings** and tidy up so that no one is staring at your open wardrobe in the background or watching people walking around or opening doors behind you
   d. **Eat during the breaks** so that it does not become a distraction during the meeting session
   e. **Stay seated and stay present.** Again, we are trying to keep you and your peers free from distractions throughout the meeting
4. **Be open to meeting new people.** We will have a variety of spaces available for networking and chatting with one another, even outside the session breakout rooms. Please use these spaces as you would an in-person networking space. Be open to introducing yourself to new people and to being approached by new people. This is particularly relevant in the **SpatialChat** Rooms where you can meet with people 121 or in small groups and then move yourself around the space to chat with different people in different groups.
5. **Step Up, Step Back**: If you are a quieter person, feel empowered to share your thoughts and experiences, and if you speak a lot, consider stepping back so others have a chance to speak
6. **Be professional and work together** to make a more interesting and meaningful experience for everyone
7. **Respect confidentiality**, take the stories, leave the names

What to Expect

This event **is not** comprised of a series of "webinars"! You will be engaging in live conversations with real human beings throughout. Therefore, as mentioned above, you are expected to be heard and seen throughout.

The intention is to start and finish on time, with the technology working seamlessly. Please click the Qiqochat link from your email to enter the event and join the sessions.

There will be breaks at regular intervals and a longer break mid-way through each day.

You have the opportunity to test out Qiqochat at one of our Open House Sessions:

- 29 September from 17:00 - 18:00 CET / 11:00 - 12:00 EDT
- 30 September from 16:00 - 17:00 CET / 10:00 - 11:00 EDT
- 1 October from 15:00 - 16:00 CET / 9:00 - 10:00 EDT

The event kicks off properly on Monday, 5 October from 13:00 CET / 7:00 EDT

There will be a 30-minute soft start to each day where you can settle in and become comfortable in the space before the first session begins.