

GENERAL MEETING INFORMATION

Time and Location:

The United States will host the virtual 25th Trilateral Committee meeting from May 17-20, 2021.

Registration:

Participants must register for the Trilateral Committee meeting. Please do so by visiting the Trilateral Committee website at www.trilat.org and selecting the “Register Now” button. You will arrive at the Eventbrite page – select the green “register” button. Follow the prompts to complete the process. Space is limited so be sure to register no later than **May 10, 2021**.

Cancellation:

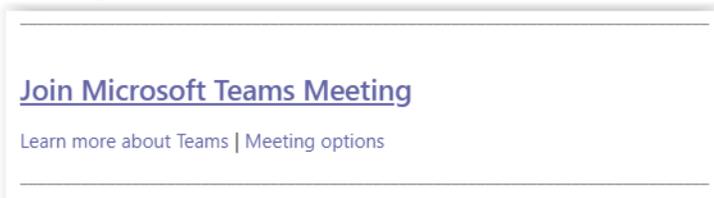
If you need to cancel your registration, please email your request to Valencia_Richardson@fws.gov with “Attendee Cancellation Request” in the subject line.

Accessing the Virtual Platform:

Only registered participants will receive access to the MS Teams Virtual Platform. Please follow the instructions below.

Receiving the Invitation

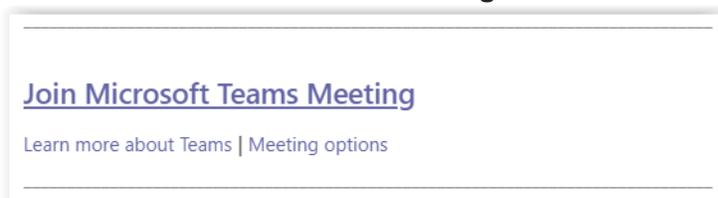
1. Calendar Invites: External invitees that use Microsoft Outlook for email can accept or decline the invitation via the email. If ‘Accepted’, the email will be moved to the Trash and the event will be added to the Outlook calendar. The calendar entry will include the following section that the external partner will later use to join the Teams call:



2. Email invite: For non-Outlook accounts (e.g., Gmail, Yahoo), the “Join Microsoft Teams Meeting” text link will be converted to the URL.

Joining the Call

3. To join the Team call, the external partner will open the calendar event and click the **Join Microsoft Teams Meeting** link:

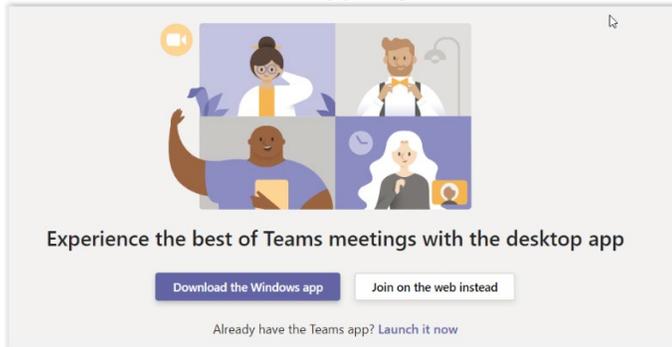


OR

Open the email and click on the URL that was included.

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- The external partner's web browser will open to a window asking them to either download the Windows app or join on the web instead:



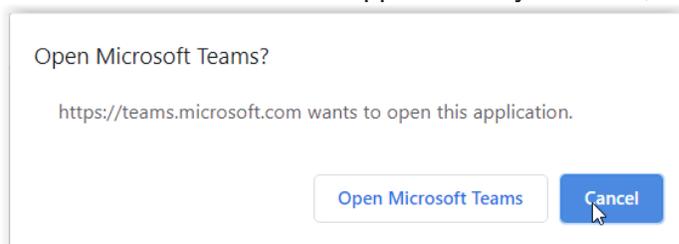
- From here, either join the call using web-based Teams (see “Joining from Web” Step) OR they can install or open the Teams App (skip to “Joining via the Teams App” Step).

Joining from Web

- External partner clicks on **Join on the web instead**.
- Select **Allow** to let Teams use the PC's mic and camera
- The meeting window opens and should show output from the partner's web cam; the partner enters his/her name then clicks on the **Join Now** button.
- External partners will be admitted to “the lobby” and see a message “Someone in the meeting should let you in soon.” The DOI meeting host will receive a prompt to admit the partner to the call.

Joining via the Teams App

- If the Teams App is already installed, this prompt to open MS Teams will appear:



- OR, the external partner can download and install the Teams app from the window prompt (shown above),
- OR, install Teams in advance <https://teams.microsoft.com/downloads>. Installing the Teams app will require administrator privileges on the external partner's PC.
- Once the Teams app is installed, they can join Teams meetings via the app, as prompted.

Virtual Event - Etiquette and Best Practices:

Here are tips to follow for the best virtual experience.

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1. **Test Your Technology** – Make sure your mic, audio camera/video, Wi-Fi and screen-sharing feature (if presenting) are functioning properly.
2. **Practice speaking to the camera.** Our tendency is to look at the person on the screen – looking at the camera when you speak connects you with your audience.
3. **Dress Appropriately** - Business casual attire works well.
4. **Be Aware of Your Surroundings** – Make sure your background is tidy, professional and work appropriate.
5. **Mute Yourself** – Mute your mic or phone upon entry and when not speaking.
6. **Give Your Full Attention** – You could miss important information or updates if you're checking email or completing other tasks during a virtual event
7. **Minimize Distractions** - silence your phone and avoid extraneous movements
8. **Be Respectful** – Avoid talking over fellow attendees, use the chat box feature for comments, questions and items that come to mind but do not pertain to the immediate conversation.

QUERIES:

Should you require further information with respect to the Trilateral Committee annual meeting, please contact:

<p>CANADA Debbie Martin - CWS Tel: 819-938-3966 Email: Debbie.Martin@canada.ca</p>	<p>MEXICO Leonel Urbano or Miguel Flores Mejia - SEMARNAT Tel: (011) 5255-5624-3659 (011) 5255-5624-3493 Email: Lurbano@semarnat.gob.mx Miguel.Flores@semarnat.gob.mx</p>	<p>UNITED STATES OF AMERICA Valencia Richardson - USFWS Tel:(703) 358-2212 Email: Valencia_Richardson@fws.gov</p>
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DOCUMENTATION:

Agendas, Schedule of Events and other documentation will be available to download prior to the meeting on the Trilateral Committee website at www.trilat.org.