

GENERAL MEETING INFORMATION

Time and Location:

Canada will host the virtual 26th Trilateral Committee meeting from June 13-16, 2022.

Registration:

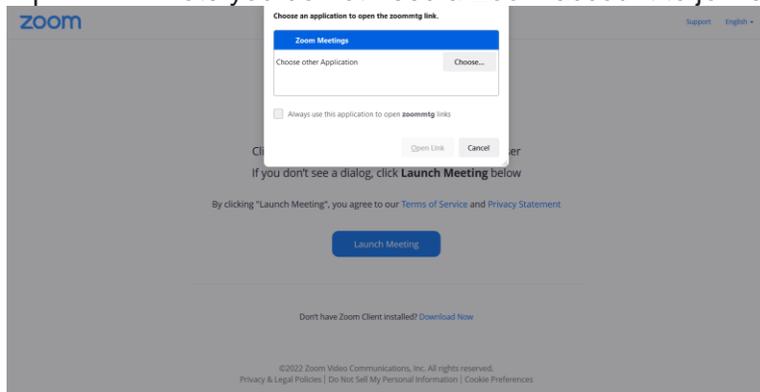
Participants (speakers and observers) must register for the Trilateral Committee meeting. Please do so by visiting the Trilateral Committee website at www.trilat.org and selecting the “Register Now” button. Follow the prompts to complete the process. Be sure to register no later than **June 6, 2022**

Accessing the Virtual Platform:

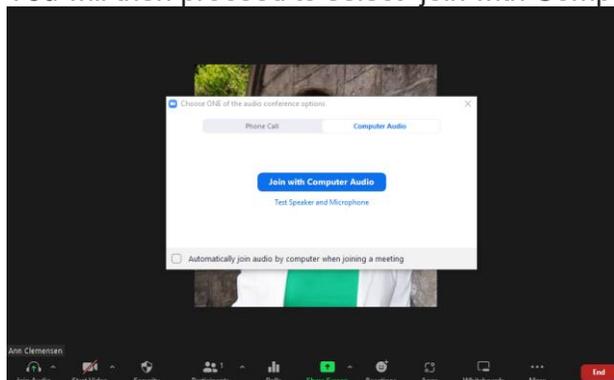
Only registered participants will receive access to the Virtual Hub (Swoogo Platform) to view sessions. Sessions will be presented live in Zoom Meeting and all the functions of that platform will be visible such as screen share and chat. Please follow the instructions below.

Receiving the Invitation

1. Email Invites: You will receive an email with the access link to join the virtual hub on June 9. This will allow you time to enter the hub and look around.
2. You will enter the virtual hub by entering your email and password you set when registering (you may always reset password if you forget).
3. Once in the portal you will see the program where you will select the day and then the session that you are to speak in.
4. When the scheduled start time begins, a new browser tab will automatically open that will allow you to join the Zoom Meeting for your working table that day. You will select “open link”. Note you do not need a Zoom account to join a meeting



5. You will then proceed to select “join with Computer Audio”

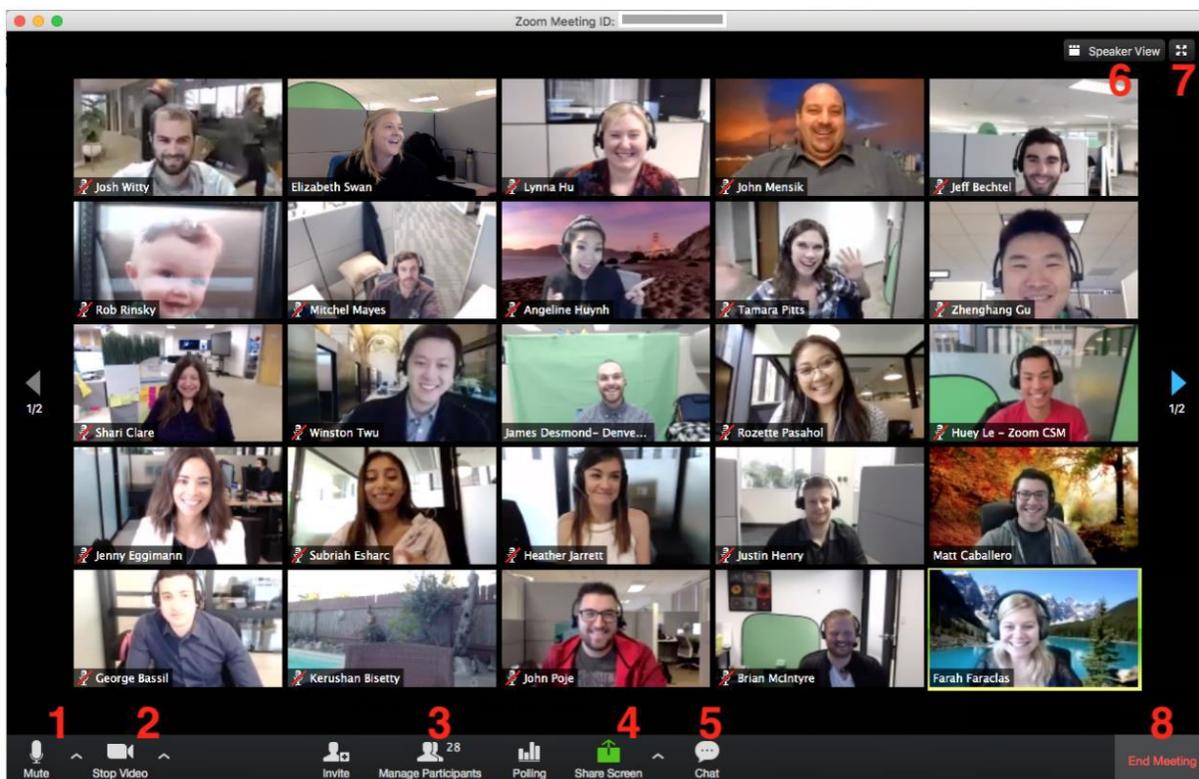


6. You will then have joined the meeting and will see other participants who have also joined

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Zoom Meeting Controls

- Once in Zoom Meeting, you will see the zoom control bar at the bottom of your screen, it may look similar to the image below.
- The facilitator will call upon you when it is your turn to present. You will be asked to share your PPT presentation through the [Share Screen button](#)
- When you are ready, you will need to unmute yourself and start video so people can hear and see you.
- If you require additional help on how to use these function please watch this video on [participant controls](#) or refer to the number functions as indexed below
- When you are finished presenting you will stop sharing your screen and will need to mute yourself and turn video off so you can enjoy the rest of the presentations as a viewer.



1. Click the microphone to mute audio. Click the ^ button to the right of the microphone icon to change other audio settings.
2. Click the camera to stop sending video. Click the ^ button to the right of the “Stop Video” for other video settings.
3. See the names of other people in your session. The active speaker’s microphone will be green.
4. Share content. Select the entire desktop or a specific app and then click **Share** at the bottom right of that window to start sharing.
5. In-meeting chat. Allows you to send messages to others on the call.
6. Change your video layout with options such as gallery view which is recommended (as seen above).
7. Go full screen. Exit full screen by clicking at the top right of the screen.
8. Leave the meeting.

If you wish to watch a video on how to present and share a presentation, please [view this video](#) (10 min)

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Virtual Event - Etiquette and Best Practices:

Here are tips to follow for the best virtual experience.

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 Dena Cator - CWS Tel: 343-552-8188 Email: dena.cator@ec.gc.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.