

Guidance Note for virtual participation

36th Stop TB Partnership Board Meeting

I. Before the Meeting

Important Points

- It is possible to join the 36th Board Meeting by Zoom based on advanced registration.
- If you are not attending in-person and are planning to connect using Zoom, please download the Zoom application on your laptop using this [link](#).
- We strongly encourage to use a **computer or laptop**.
- Please, **connect to the meeting 15 min before the starting time of the session** to minimize any potential last-minute technical issues.
- To optimize the quality of the sound and streaming, we kindly ask you to keep your **microphone muted and video turned off** unless making an intervention.
- If you encounter any issues, please contact boardaffairs@stoptb.org.

Presentations

- **Session Format:** to maximize the time allocated, please note that the Board sessions are designed to accommodate 10-20 minutes for the Secretariat's introduction and some sessions have time for external speakers, with the remaining time for the Q&A session with the Board.
- **Access and Availability:** Presentations will be projected during the virtual session. Some of the presentations will be made available [here](#) before the Board Meeting. For presentations from external presenters, it might take more time to receive their permission to make the presentation available online and will therefore appear after the Meeting.
- **Constituency comments & questions:** We kindly encourage Board members to submit questions and comments to boardaffairs@stoptb.org, by **Monday, 20 March 2023, at the latest**. Please, include the agenda item your comments refer to, followed by the constituency's questions or/and comments. The Secretariat will provide the answers and clarifications at the Q&A of the relevant Board Session.

Registration

- Participants will receive an email from Stop TB Board Affairs **with a link to complete the registration for virtual participation one week before the Board Meeting starts**.
- Please insert all the relevant information in the registration form.
- Indicate your name, surname, and affiliation/constituency in the registration form.
- When completed, please submit your registration with the precise display of your name. The Secretariat will verify the information against the pre-approved List of Participants.
- Once validated, **you will receive an automatic email with the link to join the meeting**. If you do not receive it, please check your junkmail or search for "EDO". This email contains the **unique and personal link** to access the virtual meeting. Please note that only registered people will be admitted to the sessions!
- If you encounter any issues, and you do not receive the link, **please contact the Secretariat at boardaffairs@stoptb.org** in a timely manner and at the latest 2 days before the meeting.
- **Please note that regardless of whether you will connect via PC or laptop, smartphone, tablet, or phone, the [registration is mandatory](#) to receive the dial-in details to connect to the Board Meeting.**

Zoom application to connect to the Meeting

- We strongly encourage participants, **regardless of whether you will connect via PC or laptop, smartphone, tablet, or phone, to download the application for zoom.**
- To ensure a smooth connection, we kindly advise to join the meeting **15 min before** the starting time.
- To optimize the quality of the sound and streaming experience for everyone, we kindly ask you to keep your **microphone muted and video turned off** unless making an intervention.
- To connect to the meeting there are three options:

Option 1: Using PC computer (recommended option)

In advance of the meeting, we strongly encourage all participants to download the Zoom application on your laptop using this [link](#).

Step 1: Open your meeting invitation and click the link: **Join Meeting**

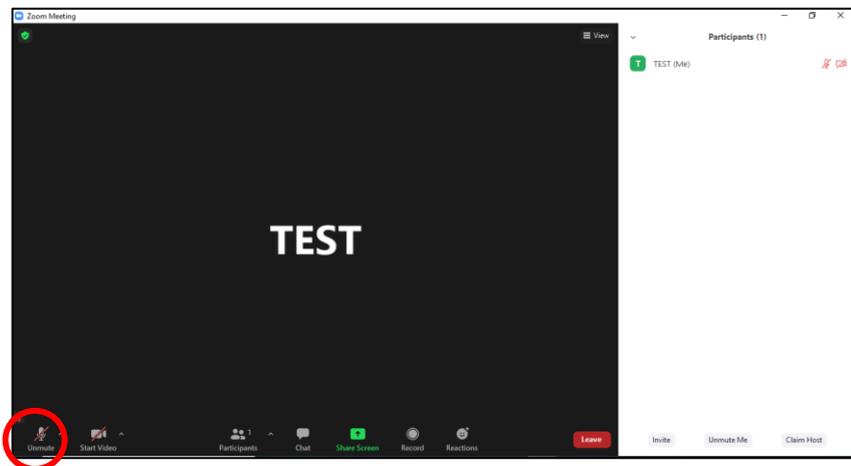
Step 2: Click on “**open zoom link**”.

Step 3: Please, use the “**join with computer audio**” option.

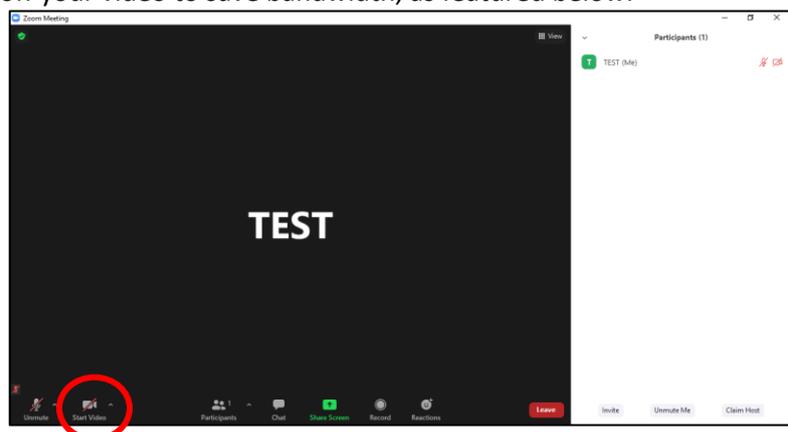
Step 4: You will be admitted to the waiting room, and the Secretariat will connect you to the session upon validation.

Step 5: Once connected, you will see a screen with features and options at the bottom.

Step 6: You can now mute or unmute your microphone by activating or deactivating the button below. Please, keep your microphone muted and video turned off unless making an intervention.

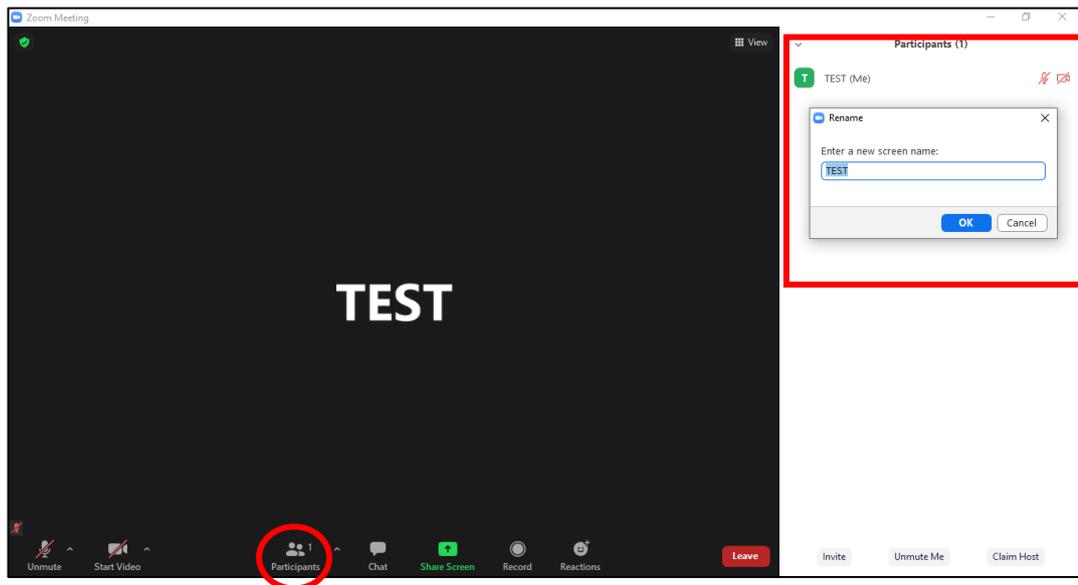


Step 7: Please, kindly turn off your video to save bandwidth, as featured below:



Step 8: **Please rename yourself** so that the moderator, the host, and other participants can easily identify you. Please click on 'participants', find your name in the list of participants on the right-hand side of the screen, bring the cursor to your name (at the top of the list and marked by 'me' in brackets **T TEST (Me)**) and select the blue button 'more' on the right-hand side.

Click on 'rename' and you will see a window popping up, as featured below:



Please indicate your name as follows:

- For **Board Members:** **BM-Full Name – Constituency**
- For **Alternate Board Members:** **ABM-Full Name – Constituency**
- For **Board Delegates:** **Full Name – Name of Constituency**
- For **Special Guests and Observers:** **Full Name – Affiliation/ Name of Constituency**
- For **STBP Secretariat:** **Full Name – StopTB**

Option 2: Using Smartphone and tablet (non-recommended option)

- Step 1:** Please download the Zoom App available on Apple Store, Google Play Store, and other apps galleries.
- Step 2:** Create a Zoom account using your personal email address.
- Step 3:** Once signed-in, click the icon **Join**.
- Step 4:** Please insert the **Meeting ID** that you will receive along with the dial-in details once your registration is validated.
- Step 5:** In the same page, please rename yourself as per the instructions above (*Option 1: Step 8*).
- Step 6:** Click on **Join**.
- Step 7:** Enter the **Meeting Passcode** that you will receive along with the Meeting ID and click **continue**.
- Step 8:** Please select **Call Using Internet Audio**.
- Step 9:** You will be admitted to the waiting room, and the Secretariat will connect you to the session upon validation.

Option 3: Using a phone line, if there is a dial-in number available for your country (non-recommended option)

- Any Board participant that would like to connect via phone line needs to be registered through the following registration system:
- Send an email to boardaffairs@stoptb.org no later than **Monday, Sept. 27**, with the telephone number to be used to connect to the call, your name and surname, and affiliation. Once your phone number has been registered you will receive a confirmation email. On the day of the meeting please proceed with the following steps:
 - Step 1:** Open the meeting invitation and click on the link “**find your local number**” to select your country’s dial-in number from the list provided by Zoom (*if your country does not appear in list, please see the next section about exceptional circumstances*).
 - Step 2:** Scroll the list until you find the numbers available for your country.
 - Step 3:** Pick one of the numbers and call, remember to include the area code (e.g., + 41 for Switzerland).
 - Step 4:** Type your Meeting ID (access code) provided in the meeting invitation followed by #.
 - Step 5:** As participant, press # again and you will enter the waiting room. The Secretariat will connect you to the session upon validation. **Please, keep your microphone muted.**

II. During the Meeting

Participants

- Please, note that the following audience will be accepted to join the Virtual Board Meeting:
 - i. Board Members
 - ii. Board Delegates
 - iii. Members of the Executive Committee and Finance Committee
 - iv. High-Level Dignitaries
 - v. Special Guests
 - vi. Designated Observers
 - vii. Stop TB Secretariat – Staff
- All participants connected to the Board Meeting will be verified against the pre-approved List of Participants. For security reasons, anyone who is not listed to attend the Board Meeting will be disconnected from the meeting by the meeting host.
- If possible, the **participants are advised to use headphones and headsets during the meeting to ensure quality.**
- Please, keep your microphone muted and video turned off unless making an intervention.
- **The Board participants are required to display their full names and constituency.**
- **During the coffee break, please remain connected to the meeting platform to avoid any potential technical disruptions.**

Making an intervention / Requesting the floor during the session

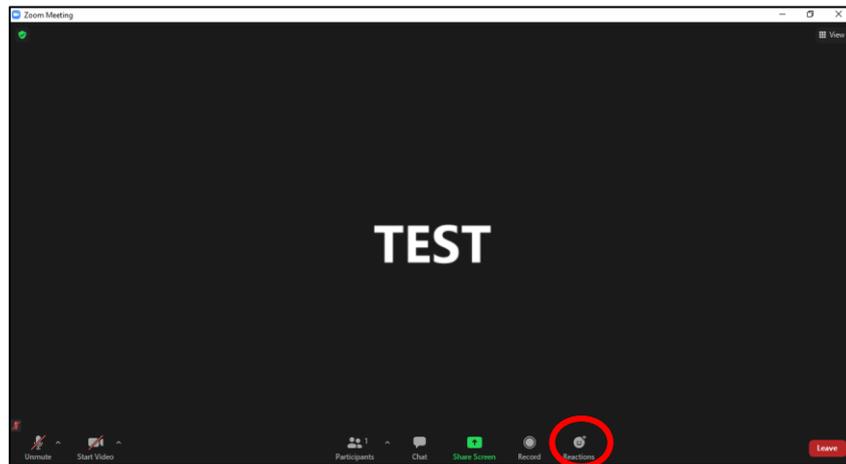
- Only Board Members will be allowed to make interventions during Q&A discussion of the Board Sessions.

- Board Members are kindly invited to make interventions or raise questions by using one of the following Zoom functions:
 - **'Raise Hand' in the Reactions button.**
 - **Please only use the 'Chat' if you cannot use 'Raise Hand'**
 - In case 'Raise Hand' does not function, you can **send a 'direct message'** to the Secretariat by email.
- Please note that it is important to connect through the Zoom app (PC, laptop, tablet, or smartphone) to have the 'Raise Hand' function available.
- **Once you are invited by the Chair or Vice-Chair to make an intervention, please unmute your microphone & turn on your video, as you introduce yourself by stating:**

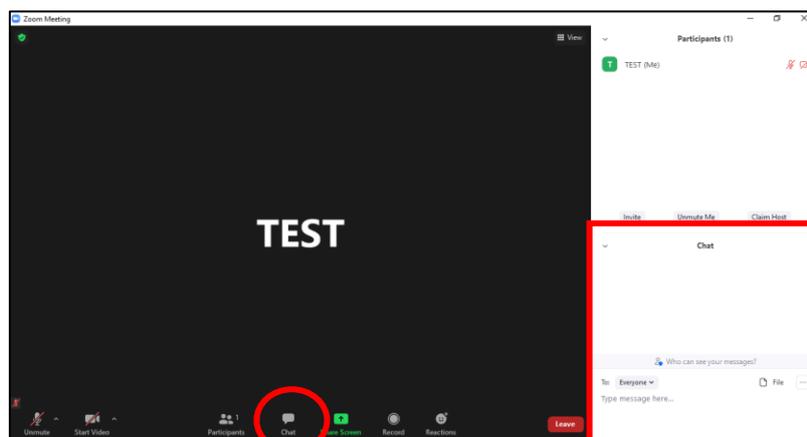
Constituency Name and Your Name and Surname

- Please turn off your video and mute your microphone once you have finished your intervention.

Option 1: Using "Raising a hand" feature in the Zoom application, as shown below:



Option 2: Using "Chat" feature in the Zoom application, as shown below:



Option 3: Sending a message directly

- If you encounter any issue and you are not able to use neither Option 1 nor Option 2, please contact Ms. Jenniffer Dietrich by WhatsApp, or by SMS at **+41 79 59 86 687**.

Recording

- **The sessions of the Board Meeting will be recorded by the Secretariat via the Zoom app.** Stop TB Partnership's Secretariat will manage recordings, and individual requests to record the meeting will not be accepted.

Emergency Contacts

- In the event of any **technical difficulties before or during the meeting**, please send an email to boardaffairs@stoptb.org.

Zoom Live training

Zoom experts host interactive live-training webinars daily, please click [here](#) to access them as well as sample videos.