

## **Eighth Replenishment of GEF Resources (GEF-8) Second Meeting September 29-October 1, 2021**

### **Guidance Note for Virtual Meeting**

#### **Schedule**

The second meeting of the GEF-8 Replenishment will be held virtually on Wednesday, September 29 to Friday, October 1, 2021. This meeting is by invitation only and will be conducted on Zoom. Connection details for the three-day meeting will be sent to participants upon registration.

#### **Registration**

Registration is required to attend the replenishment meeting. Please register through this link: [https://worldbankgroup.zoom.us/webinar/register/WN\\_mwLzLUvhTiSFDDyncy37hA](https://worldbankgroup.zoom.us/webinar/register/WN_mwLzLUvhTiSFDDyncy37hA).

We would appreciate receiving your registration by cob Wednesday, **September 22, 2021**.

After registering, you will receive a confirmation email containing the unique Zoom participant link and information about joining the webinar. Please note the confirmation email will come from this Zoom email address: Salome Awuor Aganda <no-reply@zoom.us>

Heads of Delegation (HoD) with speaking role will receive a panelist Zoom link to join the meeting. Other registered participants will be provided an attendee Zoom link that will allow them to follow the video/audio of the meeting only.

#### **During the meeting**

1. If possible, please connect 15 minutes prior to the start of the meeting to ensure connectivity and to allow time for troubleshooting, if needed, before the start time.
2. During the meeting, please ensure that your microphone is on MUTE.

3. The floor will be opened for questions and comments during plenary after each presentation. While making an intervention, please indicate your country/constituencies' name only in the Zoom chat box.



To access the chat box:

- Click on the Chat icon located at the bottom menu bar of the Zoom window.
  - In the drop-down list, select “all panelists.”
  - Enter your country’s name in the chat text box, then press Enter on your keyboard.
4. The Chair will provide the floor in the order the requests were received through the Zoom chat box. Once the Chair calls on you, please unmute your microphone, turn on your camera and proceed with your intervention. Given the limited time, participants will be allocated 3 MINUTES for their intervention. Kindly try to be as concise as possible.
  5. You will have the option of simultaneous interpretation on the bottom right of the menu bar once you join the virtual meeting. If you will be speaking in French/Spanish, please use a headset and speak clearly and slowly.



**Note:** Interpretation is not available if you join by phone. If you intend to use the Interpretation channel it will be best to use the Zoom desktop application. To hear the interpreted language only, click MUTE ORIGINAL AUDIO. For more information on use of the Zoom interpretation feature, please visit the Zoom Help Center: [Listening to language interpretation.](#)

### **Focal Point**

For any queries with respect to the information contained in this guidance note please contact Ms. Salome Aganda ([saganda@worldbank.org](mailto:saganda@worldbank.org)) and Michaelle Keza Wane ([mwane@thegef.org](mailto:mwane@thegef.org)).