

Guidance Note for virtual participation

37th Stop TB Partnership Board Meeting

I. Before the Meeting

Important Points

- For a pre-set group of delegates from constituencies, it is possible to join the 37th 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 virtual participants to use a **computer or laptop**.
- Please, **connect to the meeting 15 min before the start 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 issues, please contact boardaffairs@stoptb.org, keeping in mind that there might be delay in response, while members of the Governance Team are at the Board Meeting.

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 each session, and will be made available online (link shared at a later date). For presentations from external presenters, it might take more time to receive their permission to make the presentation available online after the Meeting.

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. This email contains a **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

- 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**

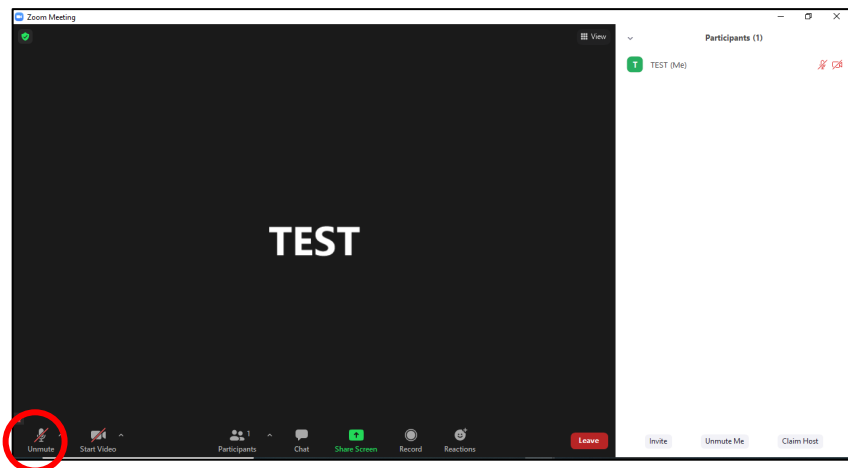
Step 2: Click on “open zoom link”.

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

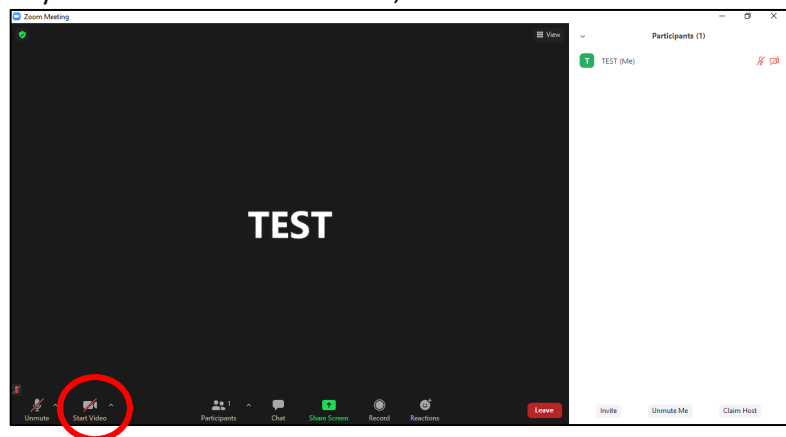
Step 4: You will be admitted to the waiting room, and the Secretariat will connect you to the session upon validation.

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.

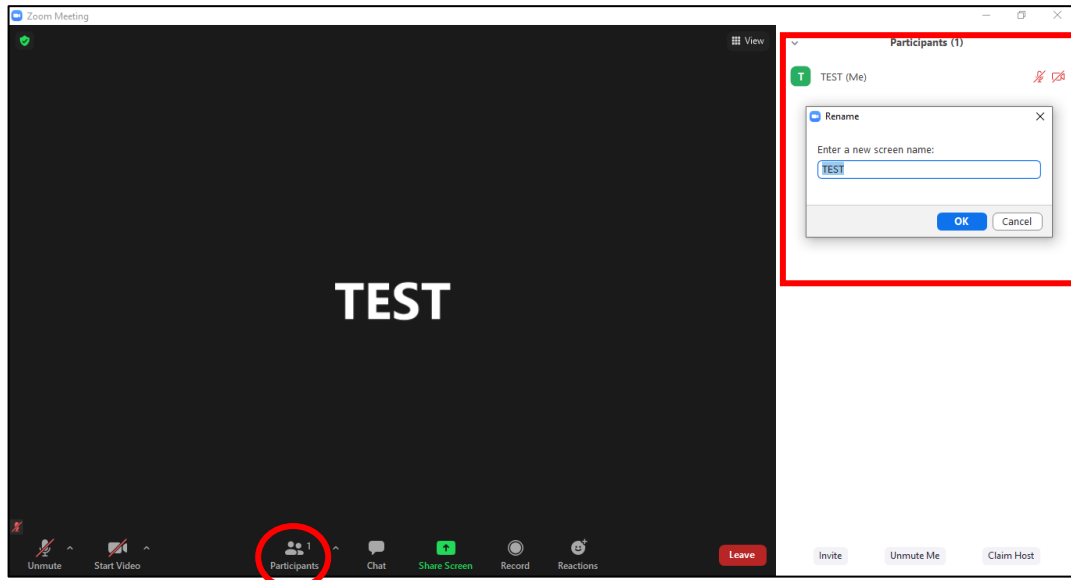


Step 7: Please, kindly turn off your video to save bandwidth, as featured below:



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 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.

II. During the Meeting

Participants

- Please, note that the following audience will be accepted to join the Virtual Board Meeting:
 - i. Board Delegates
 - ii. Members of the Executive Committee and Finance Committee
 - iii. Special Guests/Speakers
 - iv. Designated Observers
 - v. Stop TB Secretariat – Personnel
- 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.**

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.
- Speakers that need to connect from abroad, will be given the floor at the indicated moment.
- **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.
- Please note, that questions added to the chat in Zoom will not be responded to. We encourage Delegation members to contact their Delegation Board Member to request an intervention or their Board Member to make the intervention for them.

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.