



INFORMATION FOR PARTICIPANTS

Time of the meeting

The Expert Group Meeting (EGM) on the impact of COVID-19 pandemic on fertility is held on 10 and 11 May 2021. Time of respective sessions are:

DAY 1: Monday 10 May 2021

Morning session: 9:00am-12:30pm, New York time zone (EDT)

Evening session: 7:30pm-9:00pm, New York time zone (EDT)

Day 2, Tuesday 11 May 2021

9:00am-1:00pm, New York time zone (EDT)

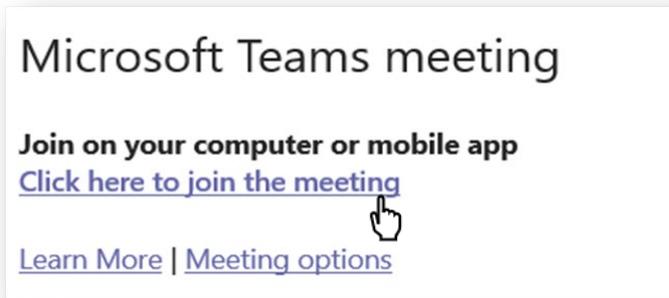
More detailed time of the meeting including different time zones is available in EGM's Agenda (UN DESA/POP/2021/EGM/NO.1/INF.3). Please [click here](#) to view.

Participants guide to Microsoft Teams Meeting

How to access a Microsoft Teams Meeting?

The EGM will take place through a virtual platform named Microsoft Teams. Before the meeting, all the participants will receive an invitation containing the link to the EGM.

To join the EGM, please click "**Click here to join the meeting**", as shown below:



Participants using mobile devices (including **TABLETS** and mobile phones), please download and install the Microsoft Teams software. Participants without an account, click **Join as guest**. Participants will then be required to enter their name, by using the following format: **First Name LAST NAME (Organization)**, then click **Join now**. **It is important that you include this information, in order to be granted access.**

Participants using a computer without the Microsoft Teams software, click **Join on the web instead** then click **allow** use of microphone and camera. Participants will then be required to enter their name, by using the following format: **First Name LAST NAME (Organization)** then click **Join now**. **It is important that you include this information, in order to be granted access.**

For participants that have a Microsoft teams account, click **Join now**.

Note

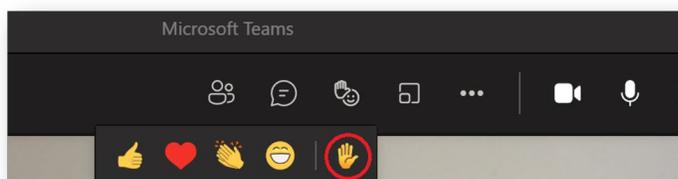
Participants will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room.

Show presentations

The Population Division as the organizer of the meeting will handle all PowerPoint presentations centrally.

Tips for the conduct of meetings

Request for floor: If you would like to take the floor, please indicate so in the chat room of the meeting (for example “[Name] would like to speak”) or use the “Raise hand” button (as shown below).



Meanwhile, we also welcome suggestions and comments in the Chat. We will monitor the chat on an on-going basis and will also aim to bring, to the extent possible, the comments/questions/suggestions provided during the respective sessions to the attention of the panel.

Check your audio and video settings before joining the videoconference: Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.

Mind the mute button: Your microphone should always be muted unless you are speaking. This is to cut out any instances of errant breathing, slight movements, or other noises that could cause distraction or interruption.

Ensure the camera is at an ideal distance from you: The camera should be far enough from you that your upper body can be seen (hand gestures) and there's a bit of space around your head.

Cut out the background distractions: If you are conducting your video conference from home, consider using a space where you are alone. Turn off televisions, radios and any other audiovisual distractions.

Do not multitask: If you use a computer, close all other apps and browser tabs. When using a cellphone, do not send text messages or make phone calls at the same time.

Upon joining the videoconference, listen first before speaking.

Troubleshooting

If you lose sound or video, try refreshing the browser window or try to log out and reconnect to the meeting via link sent by the coordinator.

System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone
- video and audio communication ready and connected to a high-speed internet connection (a minimum 25 Mbps)

Get **Microsoft Teams** on your device. Desktop apps for Windows, as well as mobile apps for iOS and Android, are available in the links below:

Desktop	Mobile
Windows 64-bit/Windows 32-bit	Apple iOS
Mac	Android