



Socialist Republic of Viet Nam



UNITED NATIONS

## TECHNICAL GUIDANCE FOR PANEL DISCUSSIONS

INTERNATIONAL CONFERENCE ON WOMEN, PEACE AND SECURITY

*Strengthening Women's Role in Building and Sustaining Peace:  
from Commitments to Results*

Ha Noi, Viet Nam, 7-9 December, 2020

- When you first join panel discussions, your camera and microphone will automatically be switched off. **Please keep this off at all times** (except when “raise hand” function is used or you are moderating a session). All participants are encouraged to log in via computer/laptop as some features of Cisco Webex are not available when using smart phones/Iphone/Ipad.

- Some guidance on participating and facilitating the meeting:

+ **Observers/attendees** can make comments/ask questions by either:

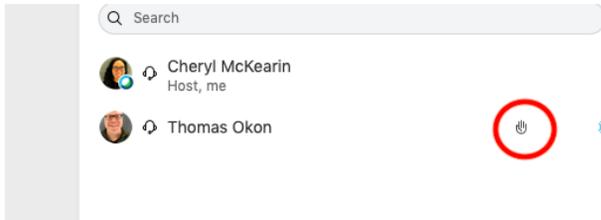
**1.** Using the chat box at the bottom right to type in your message; you can send a message to everyone in the Meeting room or a specific person (by selecting that person from the drop-down box in the chat box);

**2.** The “raise hand” function (small symbol in a shape of a hand near the bottom right corner) to request to speak, the moderator will then give you permission to speak; when doing so, you will be asked to turn on your cameras, micros and your cameras will be on until the end of the session.

(\* ) Where to *locate the “raise hand” function:*

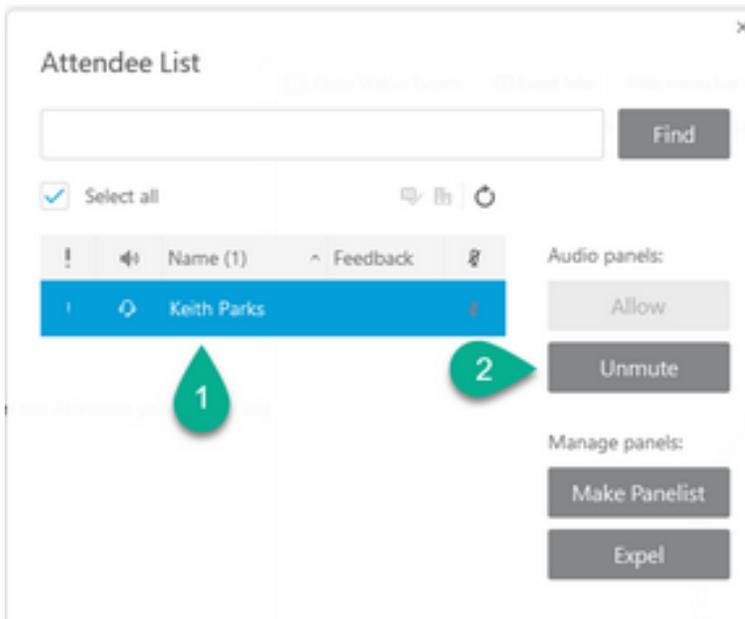
To use the feature:

1. Find your name on the participant list, and hover over your name. A Raise Hand icon will appear.
2. Click on the Raise Hand button which will place a small hand icon next to your name in the participant list.



3. Click on the Lower Hand button to withdraw the request.

+ **Moderators** can give permissions for attendees to speak by right-clicking their names from the attendees list and selecting the “Unmute” button:



+ During each session, to assist moderators follow the list of those who want to speak, our MC/IT technicians will monitor the chat box/“raise hand” list and will chime in to ensure that moderators do not miss anyone.

+ During the course of panel discussions, if you need technical assistance, you can contact our Technical Support team via WhatsApp group: <https://chat.whatsapp.com/IMk7TKNq3at4PQnygMJENr>.