

PARTICIPANT PACK

Attending the 2025 Annual Meeting

Important Messages

1. **The 2025 Annual Meeting will be held on Zoom.** There will be a **single Zoom link** for the entire Annual Meeting. The process of attending the Annual Meeting will be the same as joining a regular Zoom Meeting*. To join us, **use the link from your confirmation email or calendar invite** and open your Zoom application or join from your browser. **If you need further detailed instructions on using Zoom, joining a Zoom Meeting, and tech tips for connectivity challenges, please see [Annex I](#) below.*
2. Due to funding constraints and the evolving child protection landscape, we have had to make difficult decisions around resourcing of this year's meeting to enable it to go ahead. Therefore, interpretation into other languages will not be provided.
3. **Automatic Translated Caption services will be provided throughout the duration of the meeting in Arabic, French, Spanish and a selection of other languages** to support the engagement of participants¹.
4. There will be a **dedicated session and networking opportunity in Spanish and another in French**² during the meeting at favourable times for participants in those regions.
5. **Networking Sessions.** Informal networking sessions will be held at various times throughout the Annual Meeting to help accommodate participants across different time zones. These sessions are designed to **create space for participants to meet new colleagues** and discuss topics related to the meeting in a conversational setting. **All participants are welcome.**
6. **Recording Consent.** Please be advised that recording will be conducted throughout the Annual Meeting. By attending, **you grant permission for your image and voice to be captured** and possibly used on the Alliance website and social media channels. If you have any concerns regarding your consent, please contact us at annualmeeting2025@alliancecpha.org.
7. Please be aware that **children and youth will participate in the meeting**, so please refrain from sharing any distressing or offensive narratives or case studies, shocking imagery, emotional personal testimony of abuse and/or exploitation, as well as using any inappropriate language. Please review the 'Code of Engagement' for further information.
8. To further online learning and networking during and after the Annual Meeting, participants are invited to join the **Child Protection in Humanitarian Action Community of Practice**. [You can Register here](#). We recommend that you join the platform as soon as possible as your registration form will be reviewed and this can take up to 48 hours.

¹ Follow these steps to turn the Translated Captions on: 1) Once in the meeting, locate the toolbar at the bottom of your Zoom window. 2) Click the "CC" (Show Captions) or "Live Transcript" button. A small menu will then appear. 3) Select "Translated Captions" or "Translation Language", depending on your Zoom version. 4) From the dropdown menu, choose your preferred language for translation (e.g., French, Arabic, Spanish). 5) Captions will now appear on your screen in the language you selected. **If you do not see the "CC" or "Live Transcript" button, make sure your Zoom application is updated to the latest version.*

² These sessions do not currently have interpretation into English.

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Must Reads

Before the 2025 Annual Meeting, it is important to review the key materials below:

1. [LIVE Updates on the 2025 Annual Meeting Dedicated Webpage](#)
2. **This Participant Pack!**
3. The Annual Meeting [Agenda](#) (find the latest version of the Agenda on this [webpage](#))
4. The Background Paper - [Protection of Children from the Ground Up: Enhancing Localised Approaches in Conflict and Crises](#) (Available in [English](#), [French](#), [Spanish](#), and [Arabic](#)).

Code of Engagement

Together as participants, we create the environment of the three days of this event. As such, we are each responsible for contributing to a safe space for respectful and meaningful conversations throughout. We have a handful of child and youth speakers and participants.³ We request all participants to adhere to the highest standards of conduct and be sensitive to the needs of these participants.

The organisers would like to invite you to help us keep the Annual Meeting as safe as possible, by agreeing to the below:

1. **Embrace diversity and inclusivity.** Discrimination, harassment, and bullying of any form will not be tolerated.⁴ Please be mindful of cultural sensitivity when engaging with participants from diverse backgrounds.
2. **Respect confidentiality and child participation.** Bring the stories, but leave out the names and other identifying information of children, individuals, families, and organisations. Please refrain from sharing any distressing or offensive narratives or case studies, shocking imagery, emotional personal testimony of abuse and/or exploitation, as well as using any inappropriate language, particularly in the presence of children.
3. **Listen actively.** Value the viewpoints and experiences of other people that do not align with your own.
4. **Step Up, Step Back:** If you are a quieter person, feel empowered to share your thoughts and experiences, and if you speak a lot, consider stepping back at times so others have a chance to speak.
5. **Stay present.** Try to avoid distractions throughout the meeting by putting away electronic devices and/or muting your email and social media notifications, if you can.
6. **Report safeguarding concerns.** If you experience, witness, or are concerned about any safeguarding issues, please report these immediately to the Child Safeguarding Focal Point (Hawa.Eltigani@plan-international.org). The Alliance will also have an individual available throughout the meeting to provide psychosocial support to the children and youth in case of need.

³ Anyone under-18 who is speaking in the Annual Meeting will sign a consent form (or have their parent / caregiver do so as appropriate) for participation, including for the event to be recorded and to inform whether their real names will be used or a pseudonym. All child and youth participants will have a chaperone who can support them to choose which sessions to attend and discuss any potential sensitivities or triggers.

⁴ If you experience or witness any discrimination or harassment, please report immediately to the meeting organisers. All reports will be treated with confidentiality and taken seriously.

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Annex I: Detailed Joining Instructions

Tech Tips for Connectivity Challenges:

If you're having trouble connecting, first try turning off your video to maintain a clear audio stream. Alternatively, try...

- Turning your Wi-Fi off and back on, or switching to a wired connection if one is available.
- Restarting your computer or router can also help reset your network.
- Making sure you're not running too many programs or tabs and/or putting your mobile phone on Airplane Mode, as these can slow things down.
- Updating to the latest version of Zoom —updates often fix bugs that cause connection issues.
- Joining from another device, like your phone or tablet.

Preparing to Join to the Annual Meeting:

- **Test your internet connection** on the device you plan to use for the meeting.
- **Download and install the Zoom application** on your device and create an account if you don't already have one (a free Zoom account is sufficient).
- **Update Zoom to the latest version.** Open the app and check for updates by clicking on your avatar (top right), then selecting Check for Updates.
- Familiarise yourself with the **meeting link**. You can find your Zoom link in your:
 - **Confirmation Email:** After you register, you will receive an email with the subject line "2025 Annual Meeting for Child Protection in Humanitarian Action Confirmation." Open this email and look for the "Join Meeting" link.
 - **Calendar:** If you added the event to your calendar (such as Google Calendar or Outlook), open the calendar event. The Zoom link will be included in the event details.

Before Joining the Annual Meeting each day:

- Find a **quiet space** where you can participate well and without interruption.
- Ensure that all your devices are **fully charged or plugged** in ahead of time.
- Close **non-essential applications** and **notifications** on your device to avoid distractions. Ideally, also silence your phone or turn off non-essential notifications.
- **Check your audio and video settings.** If comfortable and bandwidth allows, we encourage you to keep your camera on and microphone ready for active participation.

How to Join a Zoom Meeting:

- **Step 1 → Click the Zoom Link.** Use the link from your confirmation email or calendar invite, as explained above.
- **Step 2 → Open Zoom.** Your browser may prompt you to open the Zoom application — click Open Zoom. If Zoom is not installed, you'll be prompted to download it. Alternatively, you can select Join from your browser.
- **Step 3 → Wait for the session to begin.** If you join early, you may see a message like "The meeting will begin soon" or "We are currently on a break." Please remain in the session — the meeting will start promptly at 09:00 CEST each day with 15-30 minute breaks throughout.

Using Zoom during the Annual Meeting:

- Avoid sitting with your back to a light source or having anything too distracting in your background.
- If you would prefer **not to see yourself** in Zoom, hide your self-view by hovering over your video, clicking the three dots, and selecting **'Hide Self View'**.
- You can **rename yourself** with your preferred name by clicking the three dots on your video and selecting **'Rename'**.
- Use the **chat function** to engage with other participants or message individuals directly.