



PARTICIPANT PACK

How To Attend This Year's Annual Meeting

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A. Code of Engagement

Together as participants, we create the environment that we will all inhabit over the three days of this event. As such, we are each responsible for contributing to a safe space for respectful and meaningful conversations throughout.

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

1. **Be professional and work together** to create a more interesting, meaningful, and respectful experience for everyone.
2. **Respect confidentiality.** Bring the stories, but leave out the names and other identifying information of children, individuals, families, and organisations.
3. **Listen actively.** Value the viewpoints and experiences of other people that do not meet with your own experiences.
4. **Be open to meeting new people.** Introduce yourself to new people and be open to being approached by new people, both in the formal and informal meeting spaces.
5. **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.
6. **Be mindful of the environment you bring with you...**
 - a. **Sign in early.** Join the soft start, beginning 15 minutes prior to the official start time, to allow yourself time to settle in and test your connection, audio, and video.
 - b. **Keep your camera on,** as long as your connection allows for it, as it helps people to get to know you better and encourages engagement.
 - c. **Mute your microphone when you are not speaking,** as it can be distracting to others and can cause an echo, and do not type on your keyboard whilst unmuted.
 - d. **Be conscious of your surroundings.** People in the meeting will be able to see the room you are sitting in, so try to minimise any distractions.
 - e. **Stay present.** Try to avoid distractions throughout the meeting by muting your email and social media notifications, if you can.



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B. Important Messages

1. Follow the instructions below to access the Annual Meeting sessions. Please note **you will not receive Zoom links directly**. Instead, you will access all sessions via [FILO](#). To join FILO for the first time, follow the link you receive in your email and login using the same email address you registered with. **Note: You will not be able to login to FILO using any other email address other than the one you registered for the Annual Meeting with.**
2. **Fifteen minutes before** the official starting time each day, there will be an optional **WARM-UP session** open to all Annual Meeting Participants. On the first day, this will be an **orientation to the technical aspects** of the meeting, including interpretation, FILO, and WELO. The second and third day will **showcase other Alliance platforms**.
3. There will be optional open networking available in **WELO** throughout the meeting. You will find access to WELO when you click to join the Networking Space / Coffee Lounge found in the Welcome Desk in FILO.
4. Throughout the meeting, participants will be invited onto the **Child Protection in Humanitarian Action Community of Practice** to engage in further online learning and networking during the Annual Meeting and beyond. [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.**

C. Must Reads

Before the 2022 Annual Meeting, it is important to review the key materials below, as much of the meeting will centre around these.

1. **This Participant Pack!**
2. **Background Paper** - [The Alliance Strategy Documents](#)
3. [Introducing the CPHA Community of Practice](#) [Video Tutorials available in [French](#), [Spanish](#), [Arabic](#)]
4. [The Alliance Flyer](#) [Available in English, French, Spanish and Arabic]

You can also read the full Alliance strategy, [“A Clarion Call: The Centrality of Children and their Protection within Humanitarian Action.”](#)



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D. Joining Instructions

To ensure that you are ready for the start of this year's Annual Meeting, be sure to complete the following checks and tasks in advance.

i. Prior to the event (ideally 3–5 days):

- **Use a computer or laptop** (a tablet or phone will not work as well with the event platform FILO—and WELO if you use it).
- **Test your internet connection** on the computer you will be using during the event. We would recommend [Fast.com](https://www.fast.com/). If your download speed is showing as low, you may want to find another space where your download speed will be higher. (You should be fine with a speed between 25-100 Mbps, but the higher the better, really!)
- **Download and install the Zoom desktop application** on your computer, and create an account if you don't already have one (a free account will work perfectly well).
- **If you already have Zoom, be sure to update it to the latest version.**
- **Test Zoom** with your camera, headset, and microphone:
 - We highly recommend you use a headset to control background noise.
 - Open a zoom meeting using your account (a free account will do) and then:
 - See how you look on video. Ideally your head and shoulders can be seen but you don't want to sit too far or too close to the camera
 - Check your audio connection by doing a sound test. Click the up arrow next to your microphone on your Zoom Console and after making sure your headset (if you're using one) is listed as the speaker and microphone, click to do a sound test. If you're having trouble, you can always invite a colleague into your Zoom room to check your audio for you!
- Review the ***How to access the Zoom sessions during the Annual Meeting*** list in this pack.
- **Access FILO:** The first time you access FILO, use the link sent to the email address you registered with to **activate** your secure account. Once this step is complete, you can **access the Annual Meeting** at the **following link:** [ALLIANCE FILO PLATFORM](#)
 - For any issues related to accessing the platform, please email annualmeeting2022@alliancecpha.org and put **"FILO"** in the Subject Line.



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ii. On the day:

- Find a **quiet space** where you can participate well and without interruption.
- We encourage you to be seen and heard during the meeting, if you feel comfortable and your bandwidth allows. Be aware of how you appear on camera. Try **not** to sit with your back to a window, or light source, or have anything too distracting in your background.
- Ensure that all your equipment is **fully charged or plugged** in ahead of time.
- Test Zoom with your camera, headset, and microphone once again, just to be sure.
- To make this year's meeting as engaging and interactive as possible: When in the Zoom rooms, you will be encouraged to keep your videos on but remain muted:
 - If you would prefer **not to see yourself** in Zoom, **hover over your video and click the ellipses button** in your video to display the menu, then choose "Hide Self View." You will no longer see the video of yourself, even though others in the meeting can see the video of you.
 - You can **rename yourself** with your preferred name, pronouns, and organisation (e.g. John Doe_he/him_UNHCR) by **right clicking on your own video** or **clicking the ellipse (three dots)** at the top right of your video.
 - You can **chat to everyone** in the meeting by **opening the chat panel** at the bottom of your screen. You may also send **private chat messages** to individuals within the session.

iii. Before joining the event each day (15–30 minutes before)

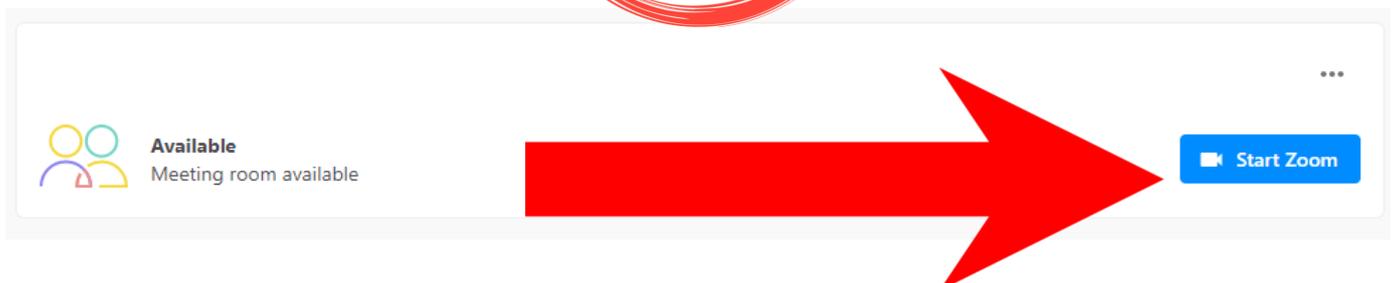
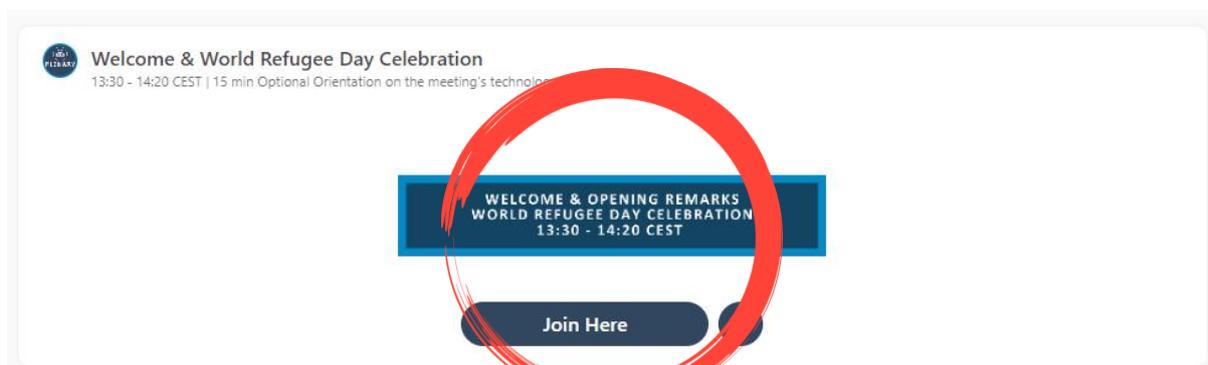
- Prepare your computer and close all non-essential applications.
- **Access FILO** from your email or this link: [ALLIANCE FILO PLATFORM](#) and **enter the email address you registered with as/when prompted**.
- Ideally, **disable all notifications on your desktop** for the duration of the event.
- Ideally, **turn off all non-essential notifications on your mobile phone** or **put it on silent**.
- **Access FILO** in order to join the appropriate Zoom meetings following the link above or the link sent to you by email.



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E. How to access the Zoom sessions during the Alliance Annual Meeting

1. When you first enter the **FILO** space, you will automatically be in the **Welcome Desk** space. Think of this as the “lobby” for the event. Here, you will find the agenda for all 2.5 days in Arabic, English, French, and Spanish; a resource library; a networking space / “coffee lounge” (WELO); a Help Desk; and the 2022 Annual Meeting Picture Gallery.
2. **In FILO**, on the left hand side of the screen, you will see a list of dates. Click on the current date to find the day’s sessions.
3. Click **JOIN HERE** to enter the session and then the blue **START VIDEO CALL** button. This will automatically take you into the Zoom session.





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4. **Please try to keep your video on when in the Zoom room.** You will automatically be muted upon entering the room but please feel free to unmute yourself if you are asked to partake in the discussion (and **unmute in all breakout rooms**).
5. You will be invited into smaller breakout rooms for small group discussions throughout the meeting. When you are in these breakout rooms, we encourage you to **have your video cameras on and to unmute yourself** so that your peers can see and hear you just as if you were in the same room in person. If you do not accept the invitation, you will not be automatically sent into the breakout room. If you have any difficulties, our production team will be there to assist you. If you do not speak English, always remain in the plenary where interpretation is available.
6. If you have bandwidth issues, try turning your video off and see if this helps you to maintain, at the very least, a clear audio stream. Alternatively, you can put your mobile phone on Airplane Mode to allow more bandwidth to your desktop / laptop. If needed, you can join from a phone. In those instances, the Zoom ID and password will be shared with you privately. If you require these details to login by phone, contact annualmeeting2022@alliancecpha.org and put '**Join from Phone**' in the subject line.

i. Technical support during the meeting

1. **If you have a technical question for the producer of the session, send a private message via the Zoom chat box to the PRODUCER (Host) of the session.** Please **do not** send your technical questions to Everyone in the meeting. There will be two technical producers in every meeting who will be available to assist you.
2. If you have technical difficulties in FILO or in joining a Zoom session, you can request assistance in the **Help Desk in the Welcome Desk** area in FILO. Type in your issue and you will receive a response from a FILO support provider.
3. If all else fails, you can email annualmeeting2022@alliancecpha.org, although response times may vary.



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F. Spaces in FILO not to be missed

i. The Infographic Gallery and Marketplace

This year's Annual Meeting will provide participants with more opportunities to discuss and engage with one another during the session breaks, similar to a face-to-face conference.

The **Infographic Gallery and Marketplace** will be featured on the [Child Protection in Humanitarian Action Community of Practice](#) for delegates to view and engage with online via chat. **During the breaks, a live online “marketplace”** will be available over Zoom for direct discussion between participants and the author of each Infographic.

These live interactive discussions will be accessible via FILO. Please note: The Infographic Gallery and Marketplace Discussions, though on Zoom, are not moderated.

ii. The Resource Libraries in FILO

Wherever you see a Resource Library, you will find a resource list with links to documents, slides, and other information relevant to that day's topic. Just click on the resource you wish to view, and it will open in a separate tab automatically.

iii. The Networking Space / “Coffee Lounge” (WELO)

In the **Welcome Desk** space, you will find the **Coffee Lounge**. This will lead you to an external online space called **WELO** where you can meet other participants one-to-one or in small groups throughout the event. After each session, presenters may host ad-hoc discussions in this space, so keep your ear out if you'd like to carry on a conversation outside the next session.



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G. What to Expect

This event is **not** comprised of a series of “webinars”! There will be a number of opportunities for you to engage in live conversations with colleagues and peers from around the world. Therefore, you are invited to be heard and seen throughout, within the respectful boundaries of our Code of Engagement.

We plan to start and finish on time. There will be breaks at regular intervals. During the breaks, you are invited to join the **Infographic Gallery and Marketplace Discussions** and/or the **WELO Coffee Lounge**.

The event kicks off on **Monday, 20 June 2022 at 13:15 CEST**.

We look forward to seeing you there!