



PARTICIPANT PACK

How To Attend This Year's Annual Meeting

Table of Contents

- A. [What to Expect](#)
- B. [Code of Engagement](#)
- C. [Important Messages](#)
- D. [Must Reads](#)
- E. [Booths in Zoom Events' EXPO not to be missed](#)
- F. [Opportunities to connect with fellow participants](#)
 - 1. Infographic Gallery & Marketplace
 - 2. Speed Networking Sessions
- G. [Joining Instructions](#)
 - 1. Before the event (ideally 3–5 days)
 - 2. On the day
 - 3. Before the event each day (15–30 mins before)
- H. [How to Access Zoom Sessions during the Annual Meeting](#)
 - 1. Technical support during the meeting

A. 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 for each session. There will be 30-minute breaks at regular intervals. During the breaks, you are invited to join the [Infographic Gallery and Marketplace Discussions](#) and/or the facilitated [Speed Networking sessions](#).

The event kicks off on **Monday, 12 June 2023 at 13:15 CEST**.

We look forward to seeing you there!



PARTICIPANT PACK

B. Code of Engagement

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

This year we have a number of child and youth speakers and participants.¹ Therefore, 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. **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,** especially in smaller groups, 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.

¹ Anyone under-18 who is speaking, or who has registered to participate, 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 live-streamed. The consent form will recommend that they seek support from a trusted adult ahead of the event, noting that some of the content could be distressing. The Alliance will have a Child Safeguarding Focal Point in each session and children will be made aware of ways to report any concerns.



PARTICIPANT PACK

C. 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 [Zoom Events](#). To join Zoom Events for the first time, follow the link you receive in your registration email and login using the same email address you registered with. **Note: You will not be able to login using any other email address other than the one you registered for the Annual Meeting with.**
2. Please note that joining Zoom Events **is not the same** as joining a regular Zoom Meeting or Webinar. We recommend that participants **access the platform** for the first time **in advance** to explore the platform and start adding sessions to your itinerary. You can also **Bookmark the Annual Meeting Lobby URL** in your browser for easy access on the day of.
3. **Fifteen minutes before** the official starting time each day, there will be an optional **WARM-UP session** open to all Annual Meeting Participants. This is really just a chance for you to arrive, say hello to colleagues you may not have seen in a year and get ready for a fantastic day ahead.
4. In the **EXPO** area, there will be additional opportunities to connect with your fellow participants through the **informal infographic discussions** during specified break times. Please take some time to look around the entire **EXPO** area to see all of the different booths where you can learn and interact with your Alliance partners.
5. To further online learning and networking during the Annual Meeting and beyond, 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.**



PARTICIPANT PACK

D. Must Reads

Before the 2023 Annual Meeting, it is important to review the key materials below:

1. **This [Participant Pack!](#)** Read in English, French, Spanish and Arabic.
2. The Annual Meeting **[Agenda](#)** - Available on Zoom Events and as a **[PDF](#)** in English, French, Spanish and Arabic.
 - a. Make sure you don't miss out on the exciting Networking Opportunities during the breaks.
 - b. Find the speakers and details for each session, including interpretation, in the Sessions Tab of Zoom Events.
3. **[The Centrality of Children and their Protection in Humanitarian Action - A Visual and Written Introduction](#)**

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

E. Booths in Zoom Events' EXPO not to be missed!

i. When you click on the EXPO, you'll be able to use your arrow keys to move your avatar all around the EXPO and check out the variety of booths, each offering a variety of resources and meetings.

You'll find booths from each of the following groups:

- **Infographic Gallery & Marketplace**
- Advocacy Working Group
- Assessment, Measurement and Evidence Working Group
- CPMS Working Group
- L&D Working Group
- Cash & Child Protection Task Force
- Case Management Task Force
- Child Labour Task Force
- CAAFAG Task Force
- Community-Level Child Protection Task Force
- Family Strengthening Task Force
- UASC Task Force
- Prevention Initiative
- Child Protection and Education in Emergencies Initiative (INEE)
- Become an Alliance Member
- Stay in Connected with the Alliance



PARTICIPANT PACK

F. Opportunities to Connect with fellow participants during the breaks!

Infographic Gallery & Marketplace:

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

Please note: The Infographic Gallery and Marketplace Discussions will take place in the **EXPO** and will not be moderated.

Speed Networking Sessions:

The Networking Sessions will be an opportunity for colleagues to **meet their peers** in a **moderated speed networking forum** where participants will be moved into small breakout groups for a short discussion proposed by the moderator. Over the 20-minute session, participants will be moved around to speak to several different colleagues.

Please note: The Speed Networking Sessions will be accessible through the **SESSIONS** tab in Zoom Events. This space will be moderated, and you’ll be moved automatically throughout so please remember not to click and return to the main session early.



PARTICIPANT PACK

G. 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 Zoom Events 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 using the email address with which you registered for the Zoom Event. 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. **Avoid backlighting by sitting facing a window, rather than in front of one.**
 - 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 Zoom Events:** The first time you access Zoom Events, use the link sent to the email address you registered with to **activate** your secure account and setup your profile. You can **add your photo, information about you and your organisation**, and you can even **let people know if you're**

PARTICIPANT PACK

open to having one-to-one meetings during the event. (You can direct message other participants and run private meetings in your own Zoom Rooms whenever you'd like!

- Once you're in the event **LOBBY**, you can scroll through the sessions (clicking the link at the top bar of the page) and **bookmark** any that you don't want to miss, creating your personal itinerary for the week.
- You can check out the speakers in the speaker tab at the top of the page, have a look through the Expo space at all of the booths and click on People to see who else is online. (From there, you can private message people, connect with new people and start group chats as well!)
 - For any issues related to accessing the platform, please email annualmeeting2023@alliancecpha.org and put **"Zoom Events Support"** in the Subject Line.

ii. On the day:

- Find a **quiet space** where you can participate well and without interruption.
- Particularly in smaller sessions, 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.
 - If you do not speak English you can **rename yourself (if necessary)** by adding a FR or ES or AR either in front or after your name EITHER



PARTICIPANT PACK

in your profile or in each Zoom Session. Having the label of which language you speak will enable the production team to put you in the right place (plenary or a language-specific breakout room) to access interpretation during any group work / 'breakout room' discussions. You may see that you have already been registered with an (ES), (FR), or (AR) after your name. If you have, you won't need to rename yourself in the Zoom Meetings as well. If you rename yourself in your profile with the ES, FR, or AR, again, you will not have to rename yourself in any Zoom Meeting.

- 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 and speakers within the session or on Zoom Events.

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

- Prepare your computer and close all non-essential applications.
- 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**.
- **Check for any Zoom updates** in your Zoom app. (It may do this automatically when you open the app, or you may need to click on the little green dot on top of your avatar in the top right corner and scroll down to *Check for Updates*.)
- **Access Zoom Events** from your email or [this link](#) and **enter the email address you registered with as/when prompted**. You can then scroll down in the lobby and click on whatever sessions you'd like to join.

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

1. You'll arrive in the **Zoom Events Lobby**. From there, you can either scroll down to the sessions listed there OR you can click the Sessions tab at the top of the page. From there, you can scroll down to the current session or the sessions you'd like to bookmark for later. You can either click on the session to read more about it or you will also see a Join button to the right of the session in the list. **NOTE:** By bookmarking sessions, you are adding them to your personal itinerary which you can also access at the top of the page.
2. **Please try to keep your video on when in the Zoom room.** You will



PARTICIPANT PACK

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**).

3. You will be invited into **'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. In most sessions, if you do not speak English and there are no language-specific breakout rooms available, we suggest you remain in the plenary where **interpretation** is available. However, in some sessions where there are multilingual facilitators or language-specific breakout rooms, French, Spanish or Arabic speakers will be advised how to rename themselves (if needed) by adding a FR or ES or AR in front or after their name (see guidance above). The production team will then be able to move you into the correct breakout room.
4. If you have low bandwidth, turning your video off may help 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, you will find the join by phone option next to the normal join button. You will then see all of the details you require to join by phone.

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 navigating Zoom Events or in joining a Zoom session, you can request assistance in the **LOBBY CHAT**. Type in your issue and you will receive a response shortly.
3. If all else fails, you can email annualmeeting2023@alliancecpha.org, although response times may vary.