TECHNICAL NOTE FOR PARTICIPANTS

HCID EURASIA MEETING
3rd and 4th of FEBRUARY 2021

- **Disclaimer:** The content of this note is intended only to the addressees of the invitation to attend the workshop. We kindly ask you not to share it, or otherwise use it without the explicit permission of the International Committee of the Red Cross (ICRC).

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This online HCID EURASIA event is hosted on the platform **MS TEAMS**

HOW TO CONNECT — 2 OPTIONS

Option 1 — You have a **MS TEAMS** account (ICRC or not) and you've received an invite with the LINKs:

⟶ click on the **link Join TEAMS Meeting (For ENGLISH)** 🇬🇧

⟶ click on the link **Join TEAMS Meeting (For RUSSIAN)** 🇷🇺

Option 2 — You have **no MS TEAMS account** and you've received an invite with the LINKs.

⟶ click on the link **Join MS TEAMS Web App (EN)** and it will download a plug-in that will allow you to join the meeting. Follow the instructions. Please enter your full name in the sign-in screen.

⟶ For Russian click on the following link **Join MS TEAMS Web App (RU)** and it will download a plug-in that will allow you to join the meeting. Follow the instructions. Please enter your full name in the sign-in screen.

- **Important:** The Web App has no access to internal microphone – Please use a headset

TECHNICAL REQUIREMENTS AND SETTINGS

Before joining the meeting, please make sure that:

- Computer is up to date: since we use visual components, it is recommended that participants connect through their computers, not their mobile phones.
- Webcam and headset are functional
- Your **full name** is clearly displayed in your profile

When joining the meeting, please wait in the virtual waiting lobby until ICRC staff have reviewed your credentials and admitted you to the TEAMS meeting and make sure that:

- Internet connection is stable
- **Microphone is muted** and your Webcam is turned off during the entire plenary
  - **Important: Please use the chat box to raise questions and technical issues**

• Please connect **15 minutes before the session starts** to test your audio and video
• No one will be admitted to the TEAMS meeting without the official registration.
• If you haven't received a MS TEAMS link in your invitation, please contact the HCID TEAM in GVA
•Please note that this event will be recorded.
•There is a designated Q+A time towards the end of each sessions, the questions will be selected/grouped by the moderator of the chat.

CONTACT DETAILS
• For logistics/technical-related matters, please contact **Drew Penland**, responsible of the event, at gva_hcid@icrc.org.

• For more guidance on MS TEAMS, please refer to [this guide.](#)