



CARIBBEAN METEOROLOGICAL ORGANIZATION

CARIBBEAN METEOROLOGICAL COUNCIL
SIXIETH SESSION
19-20 NOVEMBER 2020

INF 1

INFORMATION ON THE VIRTUAL PLATFORM TO BE USED FOR THE CMC60

Online Session

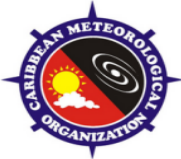
The Sixtieth Meeting of the Caribbean Meteorological Council and associated meetings will be held remotely through a virtual platform, from 16-20 November 2020.

STEP 1 - Connection to the virtual platform

A link to join the meeting will be sent daily via email to participants who have registered for each meeting. On the first day of each meeting only, a link will bring you to the registration page. Once you have registered, you will be sent a link to join the meeting

Figure 1

The screenshot shows a web form titled "Meeting Registration" for the "CMC60 Meeting". The meeting time is listed as "Oct 28, 2020 02:00 PM in La Paz". The form includes the Caribbean Meteorological Organization logo and several input fields for registration details. A "Register" button is located at the bottom.

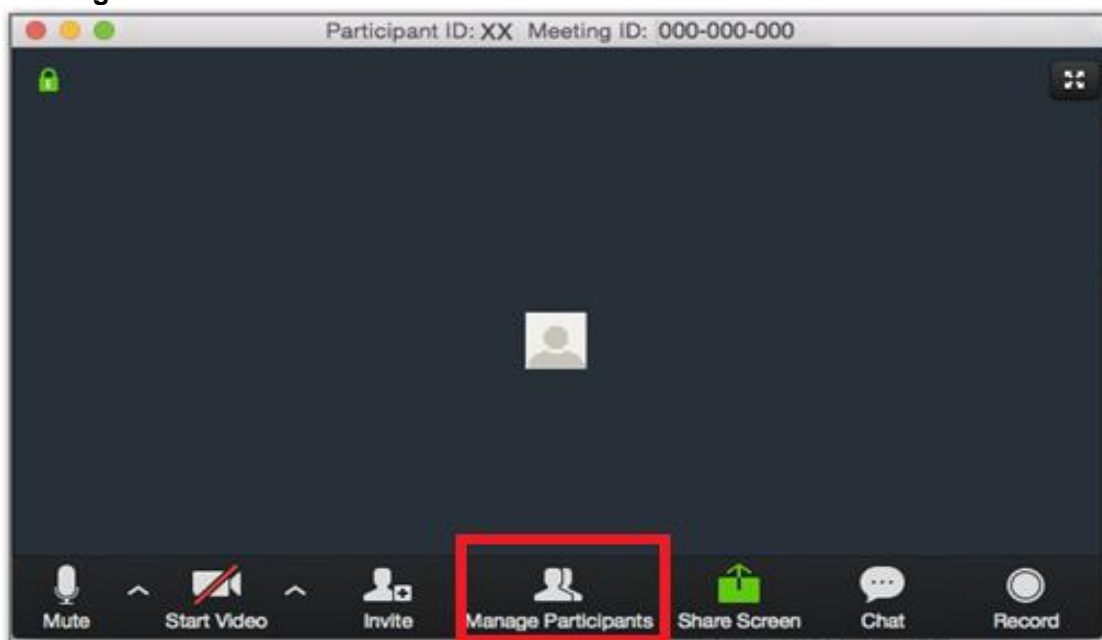
Meeting Registration	
Topic	CMC60 Meeting
Time	Oct 28, 2020 02:00 PM in La Paz
	
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Address*	City*
<input type="text"/>	<input type="text"/>
Country/Region*	Organization*
<input type="text" value="United States of America"/>	<input type="text"/>
Job Title*	
<input type="text"/>	
* Required information	
<input type="button" value="Register"/>	

STEP 2 - Naming of Participant

Once you have joined the meeting, click on the **Participants** icon on the bottom of the screen. **See Figure 2.** Hover over your name and click on **More**, then click on **Rename** and rename yourself using the following criteria:

- **Member State Representative:**
 - Country name, hyphen, your Surname: - e.g. Anguilla-Woods
- **Organization Representative**
 - Organization acronym, hyphen, your Surname: - e.g. CMO-Smith

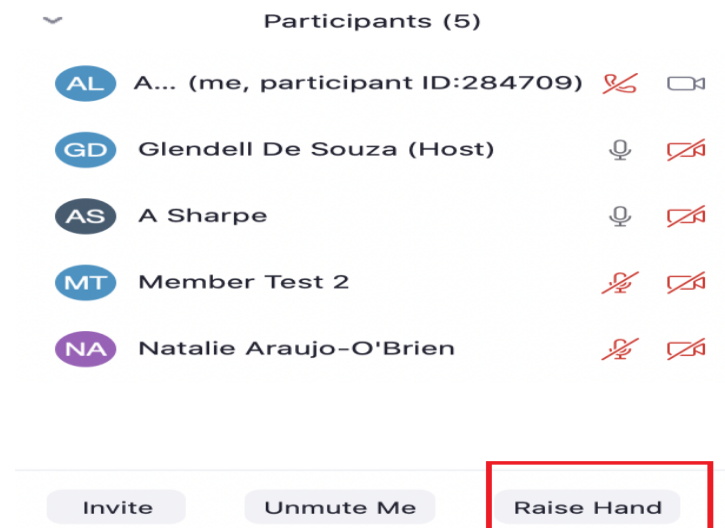
Figure 2



STEP 3 – Voice Communication (headset with a microphone is required for optimal functionality)

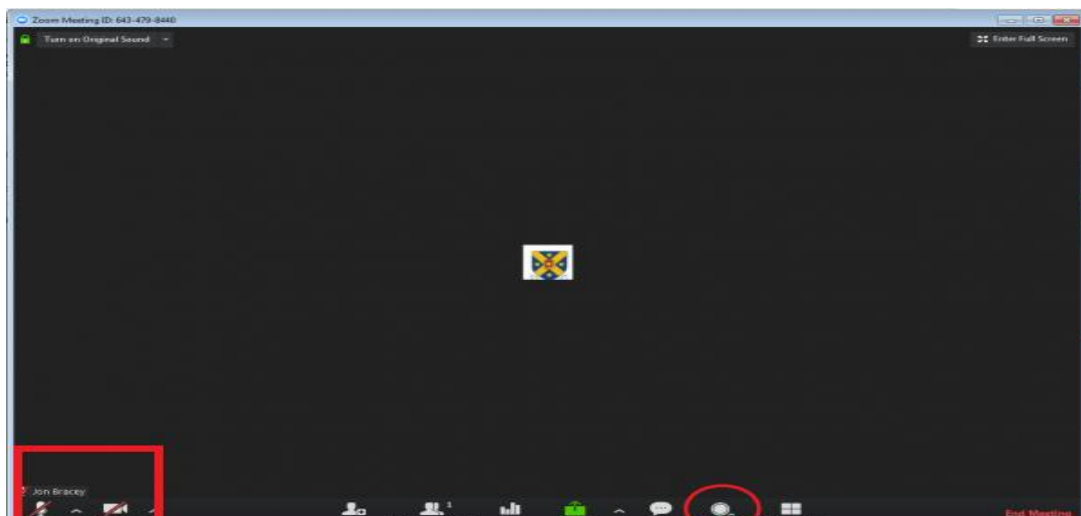
To request to speak, click on the **Raise Hand** button in the **Participants** list. **See Figure 3**

Figure 3



Once recognized by the Chair, you will be invited to speak. Please **Unmute** and press the **Start Video** buttons in the bottom left of the screen. **See Figure 4.** After you have finished speaking, please mute the microphone, stop the video and lower your hand.

Figure 4



NOTE: *Default setting for all meetings - all participants are muted and video is blocked.*

STEP 4 – Text Communication

A chat room is available if you wish to address all of the participants or a specific participant. Click the Chat button at the bottom of the screen to open the chat messaging box.

Note: *The Meeting will be open to all participants' 30-minutes prior to the conference start for the testing of video and audio connections.*