



## **Participant Preparation Guide**

### **2021 Global Meeting**

*Online, 24 March 2021*

*13:00 – 17:00 GMT*

Welcome to the 2021 Global Meeting! We are excited to have you join us and to take part in strengthening our campaigning and advocacy strategies for 2021. Please find below a preparation guide with some practical instructions that will help you to get the most out of the meeting this year.

### **Before the Global Meeting**

During the 2021 Global Meeting, we will be using **Zoom**. Please make sure you have taken some time to familiarize yourself with the platform ahead of time, as well as the guidelines provided below.

### **Housekeeping**

The global meeting is an INTERNAL campaign meeting only for members of the Campaign.

Please do not share registration, meeting links, or codes that we provide to you with anyone else, including other global meeting participants. This is to prevent unauthorized guests from entering the meeting, Zoom bombing, or otherwise intruding on internal strategy sessions.

If you believe this meeting would be relevant to another partner, or you know of someone who has expressed interest in stopping killer robots, please email [farah@stopkillerrobots.org](mailto:farah@stopkillerrobots.org) for prior approval. The organizing team will, at their discretion, remove any unauthorized or unknown guests; these guests will be prevented from re-joining.

Please note that this meeting will be recorded on video and through screenshots by the organizers of the global meeting. If you do not want to be recorded or photographed, please keep your video off and your microphone on mute. If you would like to participate without being recorded or photographed, please drop a message into the chat or send an email to one of our organizers (contact details at the end of this document).

### **Using the Portal**

This year, we have set up a [portal](#) for campaigners to access ahead of time. This portal includes a “Watch Live” page containing the main plenary and breakout links that we will be using throughout the meeting, an agenda page with links to join the various sessions, a resources page containing relevant Campaign materials, an on-demand video page, and a support page for any technical issues with accessing the portal.



Ahead of the meeting, please review the resources provided to you on the portal so that you are well prepared to engage in the sessions, including our breakout groups where you will have an opportunity to share your own thoughts, ideas, and perspectives. Even if you are a seasoned campaigner well versed in Campaign materials, we encourage you to look over these materials again as a refresher!

The portal will be available after the meeting, so if you are unable to attend the sessions live or would like to re-watch sessions, please keep your login information safe so you can continue to have access to the portal. Login information will have been provided to you upon registration. If you have not received your login information or are having difficulty with logging into the portal, please contact [globalmeetingsupport@wtvglobal.com](mailto:globalmeetingsupport@wtvglobal.com).

## Zoom Preparation

We recommend downloading Zoom and using it on a computer. It is possible to participate in the global meeting through your internet browser, tablet, or mobile phone, but there may be a difference in the quality and you may not be able to see other participants. This can affect your experience and participation.

Review the Campaign Zoom guide [here](#) to ensure you are set up to have the best possible experience.

For the best experience of Zoom, please ensure you have met the system requirements as outlined [here](#). Please also make sure you are using the [latest version](#) of Zoom. If you are unsure of whether you are on the latest version, [click here](#).

For instructions on how to use Zoom through the desktop client, [click here](#) (*recommended*).

For instructions on how to use Zoom through the browser, [click here](#).

For instructions on how to use Zoom on a mobile phone, see [IOS](#) or [Android](#) guides.

## Social Media

If you wish to post on social media about the global meeting, please do so using the hashtags **#TeamHuman** and/or **#KillerRobots**. Please also tag us **@BanKillerRobots** on [Twitter](#), or **@stopkillerrobots** on [Facebook](#) and [Instagram](#), so we can re-share your post!



## Participation

### How Do I Participate?

This meeting will be a mix of presentations, panels, and breakouts. To make sure you are attending the right session at the right time, please keep one of your browser tabs open to the agenda (found on the [portal](#)) so that you can click the right link to join. **Not all sessions will have the same link, and you will be required to move into different sessions throughout the meeting.** Please note that you must be registered and logged in to the portal to access the agenda.

The meeting will be taking place in Greenwich Mean Time (GMT) and includes the following principal cities: London, Dublin, Lisbon, Abidjan, Accra, Dakar. If you are unsure of what session is currently going on, please use this [time zone converter](#) to keep track.

### Rules of the Room

These rules apply to all plenary and breakout sessions, and are different to the Code of Conduct (which must also be adhered for the duration of the meeting).

1. Please mute yourself upon entry into the room; this will limit distractions and prevent loud noises, feedback loops, etc.
2. If you would like to contribute to the discussion whether in plenary or in breakout groups, please use the chat, the 'raise hand' function, or physically raise your hand (if your camera is on). Please be mindful of others who would also like to contribute and avoid monopolising the conversation by just unmuting and speaking.
3. Violations of the Code of Conduct or disrespectful behaviour to participants will result in removal of a participant at the discretion of the organizers. Removed participants will not be able to re-join for the rest of the meeting.

### Internet Connectivity

If you struggle with internet connectivity, please review the required checklist below:

- Make sure your operating system (Windows, macOS, Linux, etc.) has been fully updated
- Restart your browser; this means shutting down all windows and not just minimising them. If you are finding it difficult to connect through the browser, please make sure to clear cache, cookies and other electronic data stored on your computer from previous browsing sessions
- Restart your computer. This will allow the computer to refresh its programmes or to install updates that may have been waiting for a restart



- Make sure you have [updated to the latest version](#) of the Zoom desktop client (or the latest version of your browser/app depending on what you are using to connect)
- Quit all non-essential programmes (internet browsers that you aren't using, Microsoft programmes, desktop apps) during the event. This means completely shutting them down and not just minimising the windows
- If possible, limit the use of the internet by other members of your household for the duration of the event. Watching videos, streaming movies, playing video games, downloading files, hosting video/audio calls, etc. can cause a strain on your bandwidth, which will affect the strength of your internet connection
- Consider limiting other non-essential devices that are using your Wi-Fi, such as Bluetooth-enabled devices or smart home devices
- Run an [internet speed test](#) to determine the strength of your connection. To understand what your results mean, [check out this article](#)
- Turn your router on and off; sometimes this can resolve the issue by allowing the router to do a bit of reboot
- If your WIFI connection is not working well, please use an Ethernet cable that you can plug into the internet router, which will give you a stronger connection
- Look into Wi-Fi boosters, repeaters, and extenders which will extend your Wi-Fi coverage by 'rebroadcasting' the Wi-Fi signal to other areas of your household

## Key Contacts

Name	Contact	Role
For portal or meeting connectivity issues	<a href="mailto:globalmeetingsupport@wtvglobal.com">globalmeetingsupport@wtvglobal.com</a>	Technical support
Isabelle Jones	<a href="mailto:isabelle@stopkillerrobots.org">isabelle@stopkillerrobots.org</a>	Agenda
Farah Bogani	<a href="mailto:farah@stopkillerrobots.org">farah@stopkillerrobots.org</a>	Logistics
Victoria Heath Clare Conboy	<a href="mailto:victoria@stopkillerrobots.org">victoria@stopkillerrobots.org</a> <a href="mailto:clare@stopkillerrobots.org">clare@stopkillerrobots.org</a>	Comms
Ousman Noor Verity Coyle Richard Moyes Mary Wareham	<a href="mailto:ousman@stopkillerrobots.org">ousman@stopkillerrobots.org</a> <a href="mailto:verity.coyle@amnesty.org">verity.coyle@amnesty.org</a> <a href="mailto:richard@article36.org">richard@article36.org</a> <a href="mailto:wareham@hrw.org">wareham@hrw.org</a>	Global meeting planning team