This note provides practical information for holding the two-day conference. It will take place online with the Zoom Conference Service.

Schedule

The Conference will be held in two virtual rooms, Room 1 and Room 2, in accordance with the Provisional Programme. Participants may switch between the rooms to follow and participate in the respective sessions. To do so, you will have to leave the current session call entirely and then join the other room via the respective link to the new session call.

The links to the respective sessions are provided in the annotated programme of the Conference which is available on the Tehran Convention website. Please follow the [link](https://tehranconvention.org/en/news/only-few-days-left-until-start-scientific-conference-climate-change-caspian-sea-region).

Proceedings

Each session will be moderated by the respective Chair of the session (keynote speaker).

Please connect 30 minutes before the meeting using the respective links above. From that moment on you can be technically assisted by the organizers. Please register with your full name followed by the organization you represent in brackets, all in Latin letters. Example: *Sara Nevski (Vladivostok Institute)*

Presentations will be displayed by the technical assistants. **Therefore, presenters should send their presentations to all technical assistants by email in advance of the Conference, latest by Monday, 25 October 2021.** Only when the presentation was shared accordingly, they can be properly displayed.

Simultaneous interpretation English <-> Russian will be provided in both rooms. During the meeting, in the taskbar (“globe” at bottom of the meeting screen), select the language you are familiar with to hear the translation.

***In case of technical issues, please contact the technical assistants:***

**Room 1 - Mr. Daniel Nixdorf; (EN)** [**danixdo@posteo.org**](mailto:danixdo@posteo.org) **(+31 6 46162096; WhatsApp)**

**Ms. Kristina Russkikh; (EN&RU)** [**kristina.russkikh@un.org**](file:///C:\Users\Benko\Desktop\kristina.russkikh@un.org) **(+7 985 490 50 30; WhatsApp)**

**Room 2 - Mr. Denis Shipilov (RU)** [**cyberden85@gmail.com**](mailto:cyberden85@gmail.com) **(+7 960 861 01 90; WhatsApp)**

**Ms. Julie Nevski (EN&RU**[**) julie.nevski@un.org**](file:///C:\Users\Benko\Desktop\)%20julie.nevski@un.org) **(+41 78 628 80 58; WhatsApp)**

Practical and technical information

For optimal performance it is recommended to download the desktop software “Zoom Client for Meetings” (<https://zoom.us/download>) for laptop or desktop computer (Windows, MacOS, Linux). Connecting via the Zoom app on your mobile device (phone, tablet) is possible. However, the desktop software provides better functionality and in view of the number of participants, modern laptops and desktop computers generally provide better networking performance. External headphones and microphones are recommended for enhanced sound quality and to prevent audio feedback loops.

**You may also check whether your internet connection is appropriate by following the link (**[**https://zoom.us/test**](https://zoom.us/test)**)**

When entering the conference, participants are muted by default so late-comers will not disturb the proceedings. Participants will have to unmute their microphone manually, before they can first speak to the conference. Generally, all participants should respect to mute their microphones when they are not speaking to the audience.

When actively speaking the video camera should be turned on so the audience can follow the speaker. When passive, participants should keep their video turned off to save bandwidth and enable smooth operations of the conference for everyone.

Participants who wish to speak during a session shall raise their hand and turn on their video, so that the Chair of the meeting can give them the floor. They will be lined on the screen in the order of who raised their hand first. During the meeting, in the taskbar (“emoticon” at the bottom of the meeting screen), select the “raise hand” button or “take down hand” button, if you want to speak or withdraw your wish to speak.

After speaking, participants should remember that it takes time for the translation to finish. So please ensure there is sufficient time between your intervention and the previous speaker.

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We wish all participants fun and success at the conference!