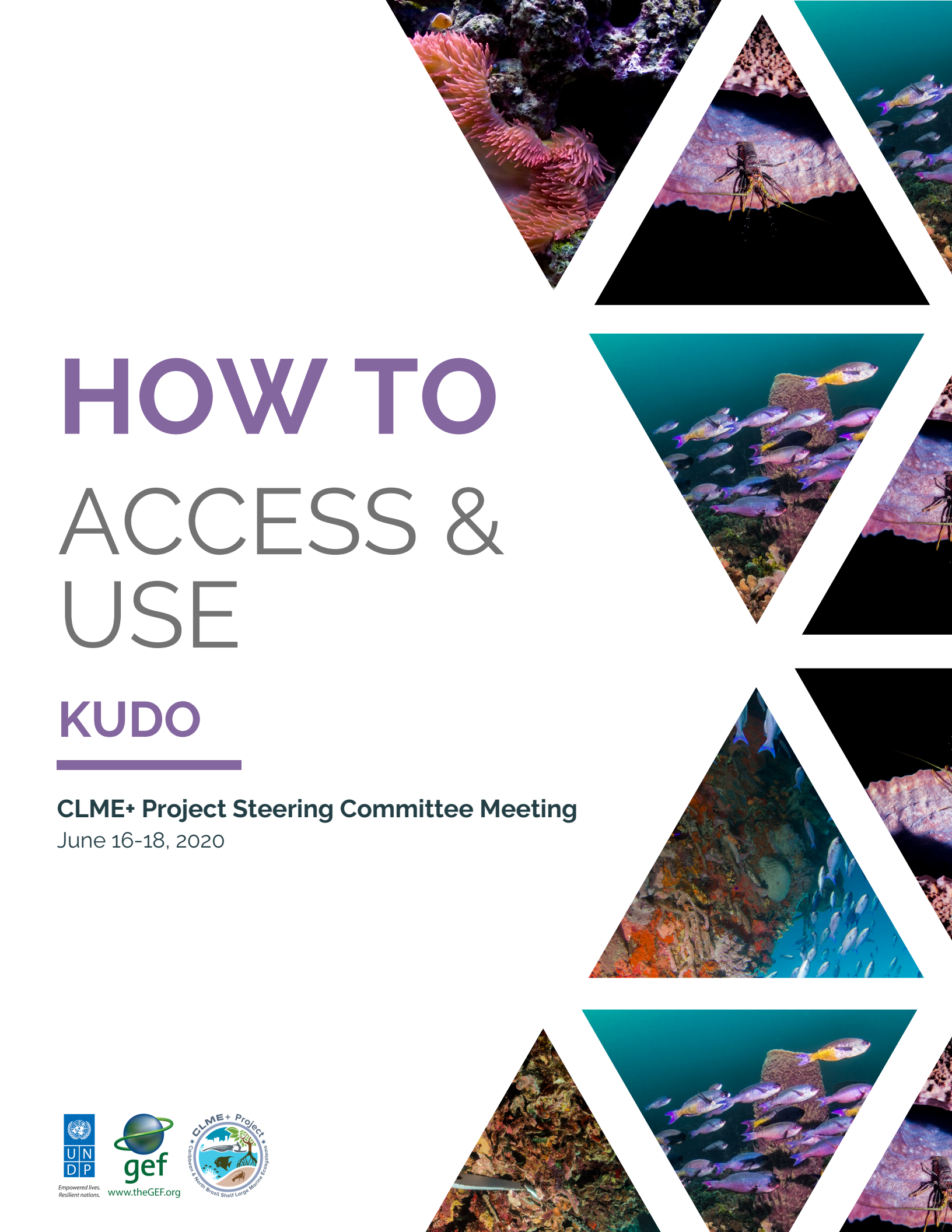


The background of the slide is composed of several overlapping triangles, each containing a different underwater scene. These include vibrant pink sea anemones, a large crab on a rock, schools of small blue and yellow fish, and various coral reefs. The triangles are arranged in a way that they seem to radiate from a central point, creating a dynamic and colorful pattern.

# HOW TO ACCESS & USE

## KUDO

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**CLME+ Project Steering Committee Meeting**

June 16-18, 2020



Empowered lives.  
Resilient nations.



[www.theGEF.org](http://www.theGEF.org)



# **\*Welcome to KUDO!**

## **Better CLME+ decisions, online, together.**

Based on the information received regarding the composition of the CLME+ Project Steering Committee (PSC) Member Delegations, the CLME+ PCU has started to prepare the **PSC Virtual Meeting** that is expected to be held from **June 16th to June 18 through the KUDO platform**.

The present document provides guidance on the use of the KUDO Platform. Please, take into account that **you will only have access to the platform the days of the meeting** and this guide aims to help you to familiarize with the log-in process and offer a step by step description on how to join the virtual meeting.

### **1. Get ready for the meeting**



We highly recommend to access to the meeting from a computer.



Use a good headset (preferably with cable)



Check that your WiFi connection is stable.



Check that your camera is working and always remember to point it directly at yourself.  
(Optional)



If possible, choose a private and quiet room so you can be fully concentrated.



We highly recommend to use Google Chrome. [Click here](#) to download.

You can also join Kudo from your Phone. Scan the QR code .



## 2. How to join the meeting

1

Go to the KUDO Meeting link you received from the CLME+ PCU or [click here](#) to see the links. Please **connect to the meeting at least 15 minutes beforehand**, so that any technical issues (on your side or the organiser's side) can be identified and resolved. The meeting room will be open 1 hr before the meeting starting time. In case you try to join earlier than that and you are not able to join, please try refreshing your browser after 8AM Colombia Time.

2

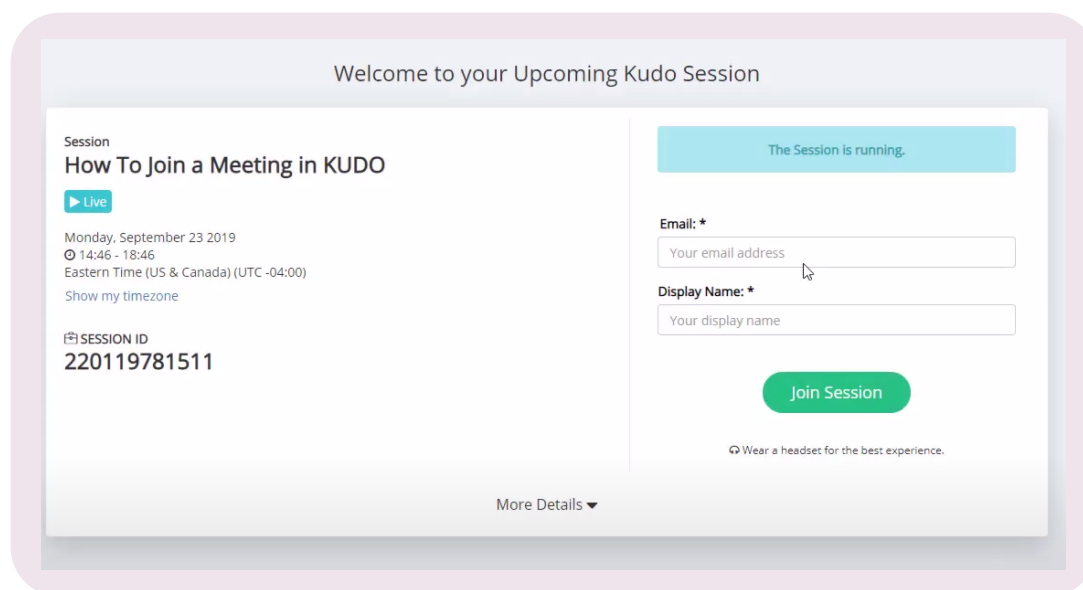
**IMPORTANT:** Please use the following naming convention for the **"Display Name"** section. Adherence to this naming convention is important for the orderly conduct of the meeting, as it will allow participants and organizers to be well aware of each participants' affiliation and role:

**[Country/Org] [HoD or Delegate or Observer\*] [Name] [Surname]**

\*please select your role among these 3 options

**Examples:** Colombia (HoD, Ana María Gonzalez)  
OSPESCA (HoD, Reinaldo Morales)  
Saint Lucia (Delegate, Thomas Nelson)  
GCFI (Observer, Robert Glazer)

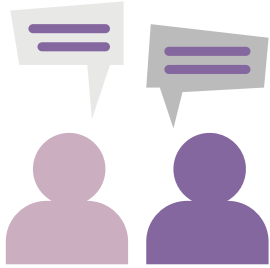
➔ **Please refer to the suggested Display Names for each participant HERE**



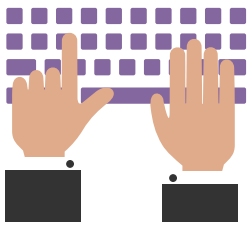
The screenshot shows a web interface for joining a KUDO session. At the top, it says "Welcome to your Upcoming Kudo Session". Below this, there are two main columns. The left column contains session details: "Session: How To Join a Meeting in KUDO", a "Live" status indicator, the date "Monday, September 23 2019", the time "14:46 - 18:46", the time zone "Eastern Time (US & Canada) (UTC -04:00)", a "Show my timezone" link, and the "SESSION ID: 220119781511". The right column has a status bar that says "The Session is running." followed by input fields for "Email: \*" and "Display Name: \*". Below these fields is a green "Join Session" button. At the bottom of the right column, there is a small note: "Wear a headset for the best experience." At the bottom of the left column, there is a "More Details" link with a downward arrow.

### 3. KEY KUDO PSC CONCEPTS & GUIDANCE

Please, have in mind the following **instructions regarding the participation in the virtual meeting:**



**ONLY** Heads of Delegations and Observers will be able to speak during the meeting.



Other delegation members can make comments via the participant's chat. In case you want your comments or questions to be verbally brought forward for considering by the meeting, you should do so through your Head of Delegation.



**POLLS:** in the case the meeting would decide to recur to the use of "polls" to support the process of obtaining Meeting Decisions and Recommendations, please note that **ONLY** Heads of Delegation can participate in formal "voting" process.

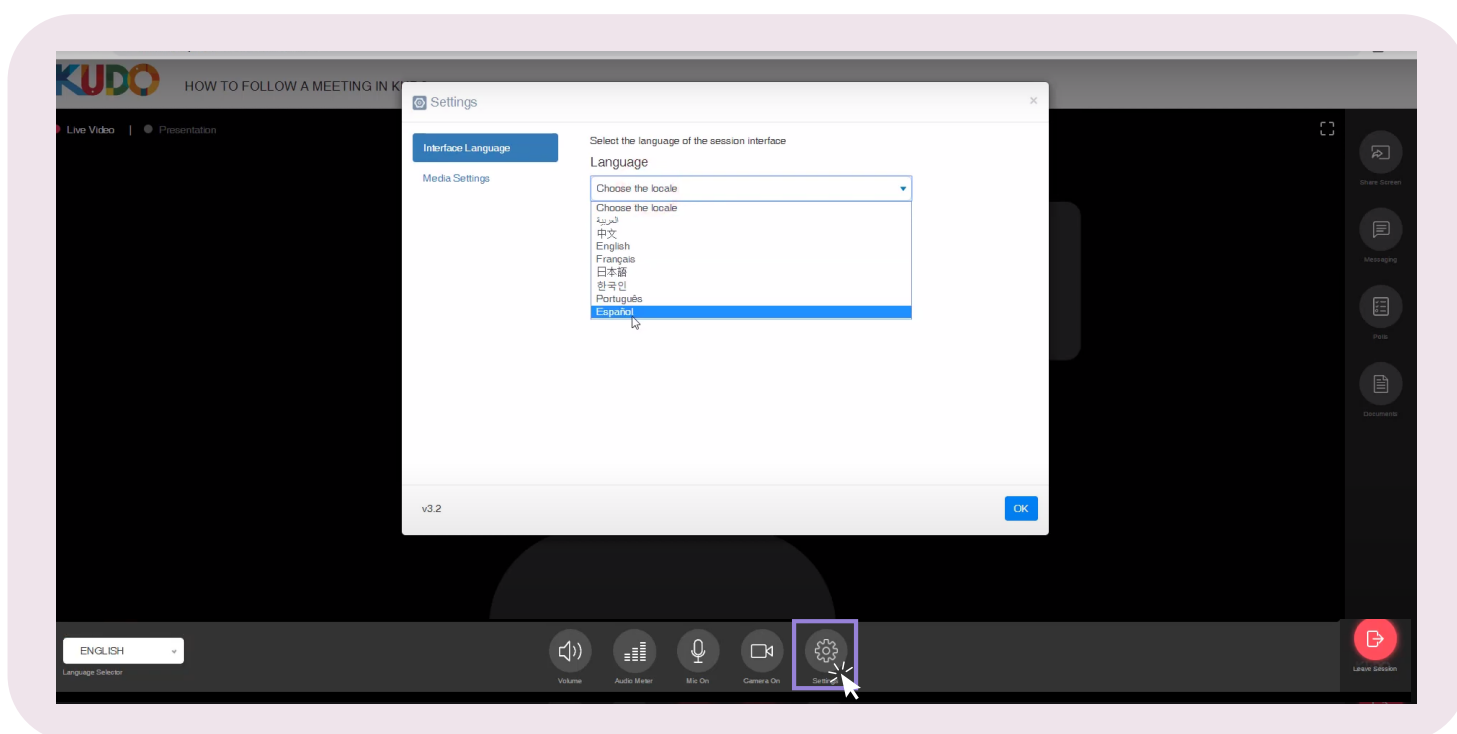
## 4. Meeting room

# Welcome to the CLME+ Project Steering Committee Virtual Meeting Room

### 4.1 Kudo Interface language setting

1

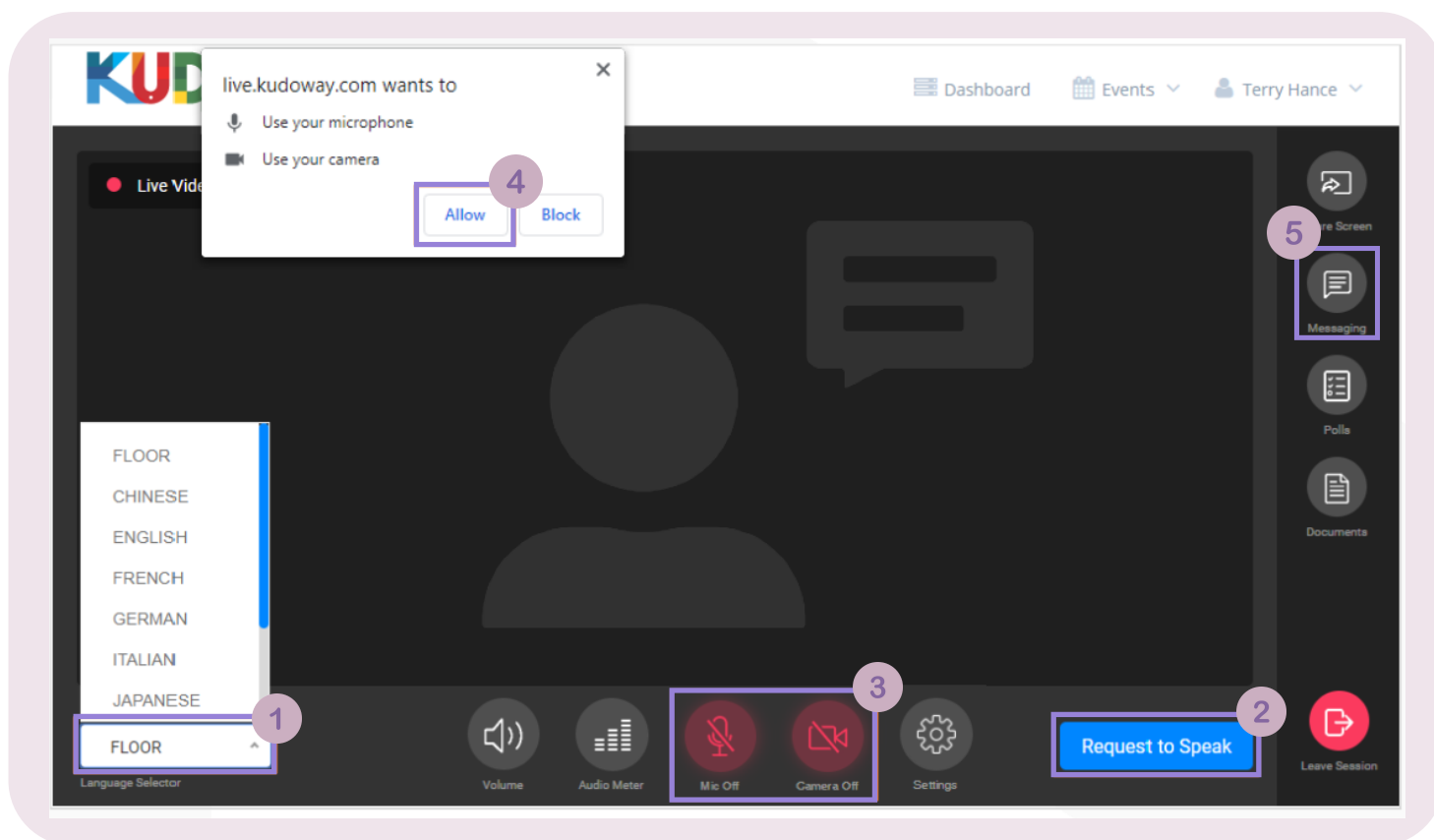
Now that you are logged in. Please, set up the KUDO interface to be able to see the functionalities in your preferred language. Click on the "settings" button and then select your preferred language from the drop-down.



2

Press "Ok" and now you should be seeing all the functionalities in the language you selected.

## 4.2 Meeting Room Navigation



1

Click on "Floor" to select the language in which you want to listen to the meeting. . CLME+ PSC Meeting will have simultaneous translation in English and Spanish.

2

To speak, click on "Request to Speak". Please, wait until the Host/Chair gives you permission to intervene. **Remember, that only Heads of Delegations and Observers are able to speak.**

**If you are a delegate (NON HoD), please DO NOT use the "request to speak" functionality.** Remember that if you have a question or comment you can use the participant's chat or you can channel it through your Head of Delegation.

3

Once you are allowed to intervene, please turn on your microphone and camera (if desired). **It is very important that you speak in the language you chose in "Floor" (step 1) to make the simultaneous translation possible.**

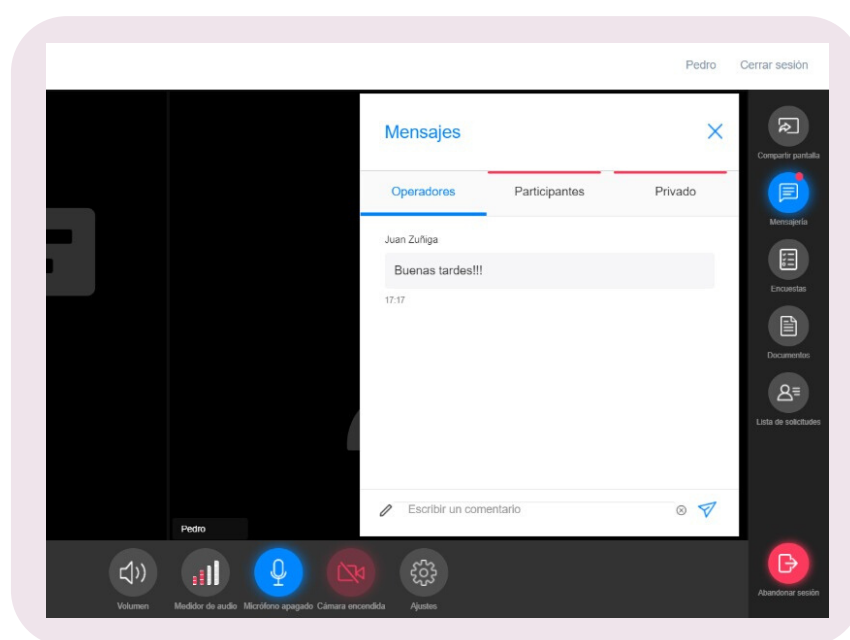
4

KUDO Platform will probably ask permission to access to your microphone and camera. Please, click on "Allow" to give permission.

Make sure that everyone is listening to you. Try asking if they are able to hear you before starting to share your point of view.

5

Click on "Messaging" to access the **CHAT**

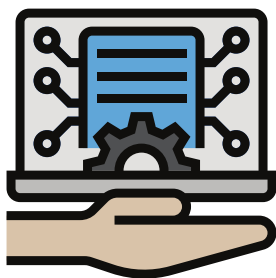


**Chat should ONLY be used for the following:**

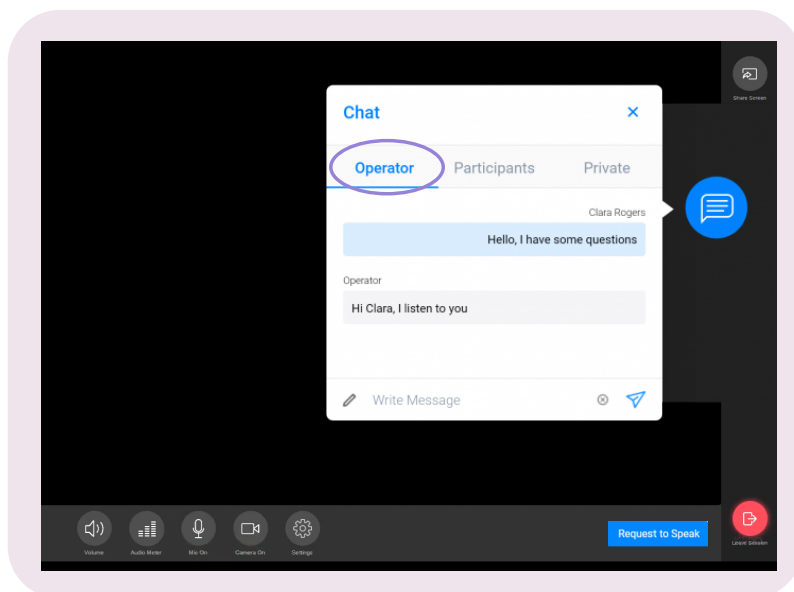
1. When a Head of Delegation or an Observer for some reason of force majeure cannot make his intervention verbally.
2. In case of Technical Issues. (Use Operators Tab)
3. All participants can engage in informal exchanges/discussions through the chat panel. Please note however that these will not be considered a formal part of the meeting discussions unless they are picked up by either the HoD or the Chair and brought verbally to the Meeting

Please, **ALWAYS** use the **"Participants" tab** to share your comments. You also have a private chat feature available in case you want to contact the host/chair or other participants.

### 4.3 How to contact technical assistance



If you have any technical trouble during the meeting, please contact the KUDO **technical team via CHAT using the "operator" tab.** They will be always available to help you.



In case you have any trouble joining the meeting, please contact KUDO team using the following number via whatsapp:



+529848762498  
México

#### More info:

If you prefer, you can see a video on how to join KUDO meetings here:

[How to join meetings on KUDO](#)

#### Contact us:

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info@clmeproject.org

**Silvia Del Castillo**

silviadcp@unops.org

**Angelica Carrillo**

angelicac@unops.org



# JOIN US

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