

**Eighteenth Session of the Intergovernmental Coordination Group for the Tsunami and Other Coastal Hazards Warning System for the Caribbean and Adjacent Regions
(ICG/CARIBE-EWS XVIII)**

online

5–7 & 9 May 2025

1600-1930 UTC


INSTRUCTIONS FOR ZOOM PLATFORM

<https://unesco-org.zoom.us/j/84130106547?pwd=rSaJcGdqUuBUUpML6eBFqXPBN47Vhoc.1>

unesco-org.zoom.us

ID: 841 3010 6547

Password: 403574

English-Spanish and English-French translation is available for the session. To listen in your language, click on the interpretation icon  in the horizontal menu. Select your language and then click « Mute Original Audio ». Participants could choose at any time the output language on Zoom platform and should have their cameras and microphones turned off for the duration of the meeting when they do not have the floor.

Speakers should use a headset to improve their voice transmission and thus ensure the interpreters perform better.

Participants are kindly requested to change their display name on the Zoom platform so that their full name, country and affiliation is shown clearly at all times.

Presenters should turn on their camera at least 1 minute before their agenda item, to facilitate their identification by the Chair.

Presenters are expected to use their own computers to give their presentations, unless they already informed the Secretariat otherwise.

In order to take the floor, participants must request the floor by raising their hand (icon available on Zoom).

The Chairperson will request interventions from the Plenary in a specific order, by first requesting interventions from Heads of Delegations (HoD), followed by Members of Delegations (MoD) and Observers (Obs). If time for the item is exhausted preference will be given to Heads of Delegations.

Participants should therefore only raise their hand when their specific group (HoD, MoD, Obs) is solicited for interventions.

When speakers or participants read documents directly, they should read a little more slowly than usual.

If participants are experiencing technical challenges, they can ask for support in the Zoom chat.

In order to avoid additional costs for the translation services, the Secretariat would like to urge all speakers and presenters to respect their intervention times and to limit debating times.

All participants who would like to take the floor to make an intervention should clearly identify themselves at each time, by providing their name, surname and country.