



CARIBBEAN METEOROLOGICAL ORGANIZATION

CARIBBEAN METEOROLOGICAL COUNCIL
SIXTY-FIRST SESSION
18-19 NOVEMBER 2021

INF 1

INFORMATION ON THE VIRTUAL PLATFORM TO BE USED FOR THE 61ST CMC SESSION

Online Session

The Sixty-First Meeting of the Caribbean Meteorological Council and associated meetings will be held remotely through a virtual platform, from 15-19 November 2021.

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



Topic	Sixty-First Session of the Caribbean Meteorological Council
Description	The 61st Caribbean Meteorological Council Session will be held on a virtual platform on 18-19 November 2021 with each daily session from 9:00 am to 1:00 pm AST (1300-1100 UTC).
Time	Nov 18, 2021 09:00 AM Nov 19, 2021 09:00 AM Time shows in Guyana

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Address*	Country/Region*
<input type="text"/>	<input type="text" value="Anguilla"/>
Organization*	Job Title*
<input type="text"/>	<input type="text"/>

* Required information

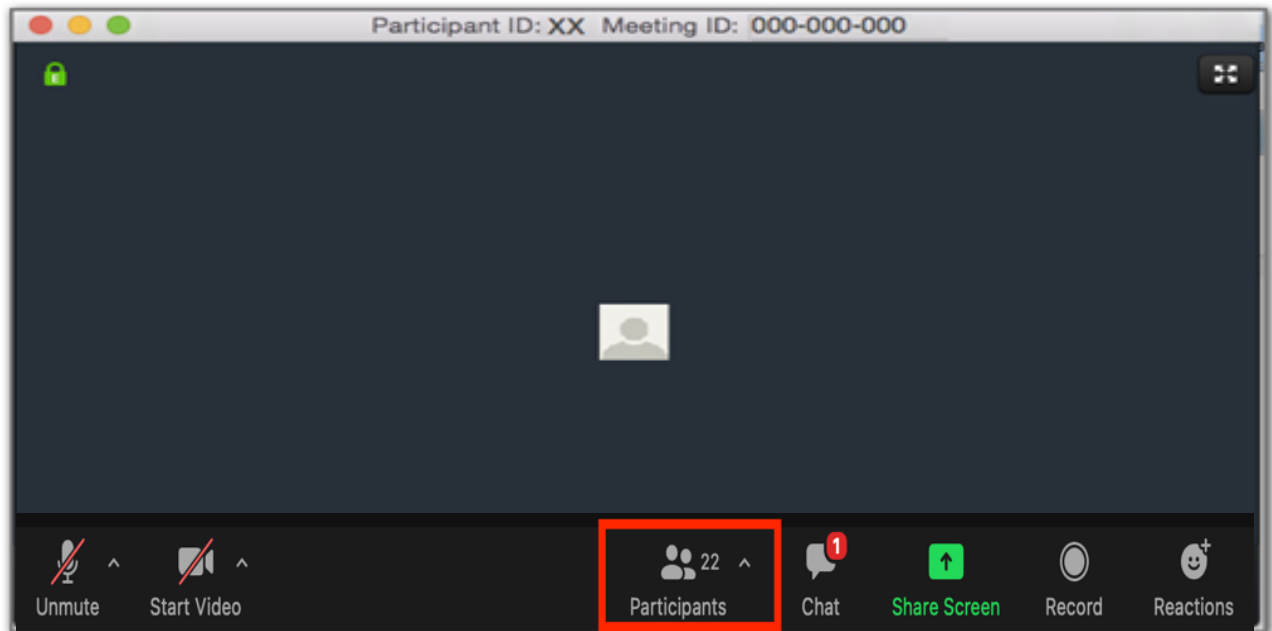
Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

STEP 2 - Naming of Participant (Set at Start of the Meeting)

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:

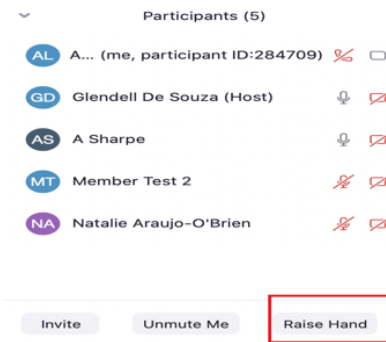
- **Member State Principal Delegate:**
 - Country name, hyphen, your Surname, hyphen, Principal: - e.g., Anguilla-Woods- Principal
- **Other Member State Representative:**
 - Country name, hyphen, your Surname: - e.g., Anguilla-Jones
- **Organization Representative**
 - Organization acronym, hyphen,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

Figure 2

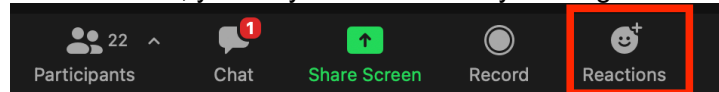
**STEP 3 – Voice Communication (headset with a microphone is required for optimal functionality)**

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

Figure 3

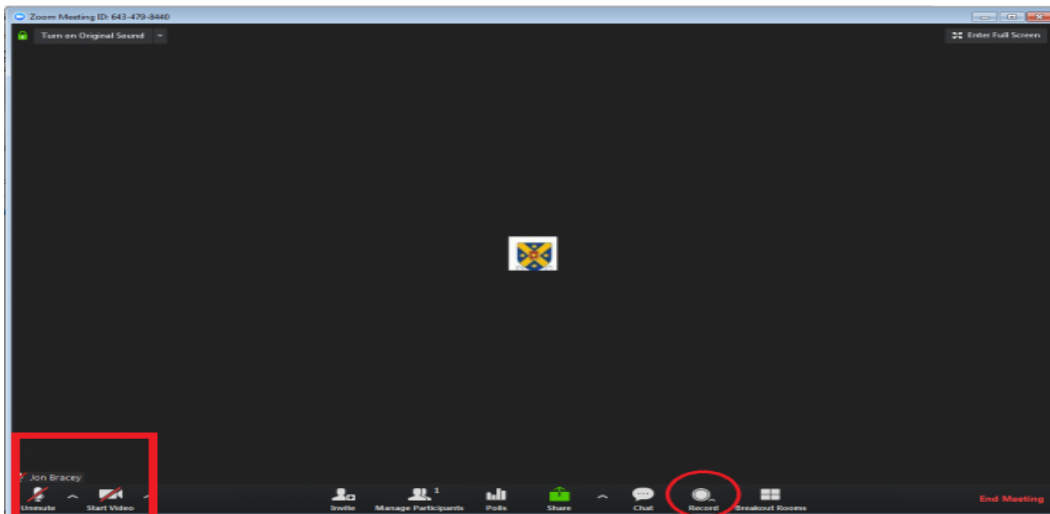


On some screens, you may “Raise Hand” by clicking “Reactions”.



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. The sessions will be recorded.

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.

Figure 5

