



Guidelines for Virtual Meetings of Gavi Board and Committees

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1. Introduction

These guidelines aim to provide information enabling Governance Committee (GC) members to be fully prepared, both in terms of meeting logistics and content, so as to be able to fully engage in a way which allows optimisation of the time allocated for the meeting itself.

2. Before the Meeting – Setting up Cisco WebEx Meetings

The virtual meeting will take place through the **Cisco WebEx Meeting application**. It is highly recommended that participants join the meeting using a computer or tablet.

In order to prepare your device for the meeting you are kindly requested to **download the Cisco WebEx Meeting application** using this [link](#). *It is recommended that you download the application at least 48 working hours before the meeting is due to take place so as to enable any potential technical issues to be resolved in a timely manner.*

Once you have downloaded the application please **test a WebEx meeting** on your device using this [link](#).

Where possible, it is proposed that participants use **headphones** or a **headset** during the meeting, as this can help to cut out background noise.

If you are unable to prepare for the meeting as described above and will not be able to join the meeting using a computer or tablet, please see Options 2 and 3 in Section 3.



3. How to Connect to the Meeting

We recommend that all participants **join the meeting 5-10 minutes in advance** to work out any technical issues before the start time.

To connect to the meeting you will have three options:

Option 1: Using a PC Computer or Tablet or Smartphone

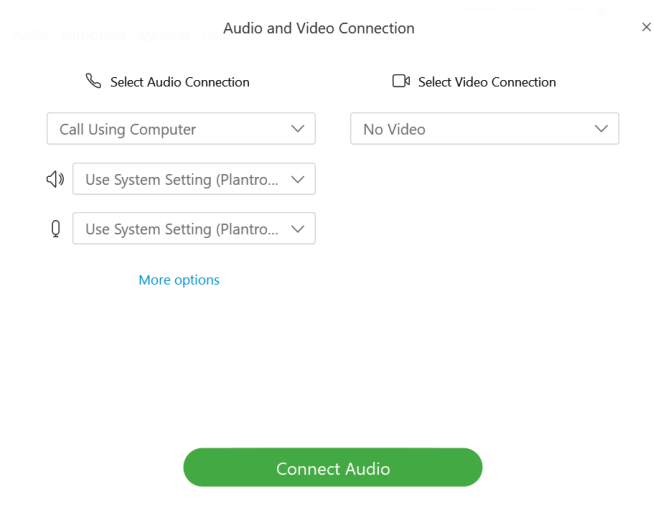
Step 1: Open your meeting invitation, and click the link: *Join meeting*

Join meeting

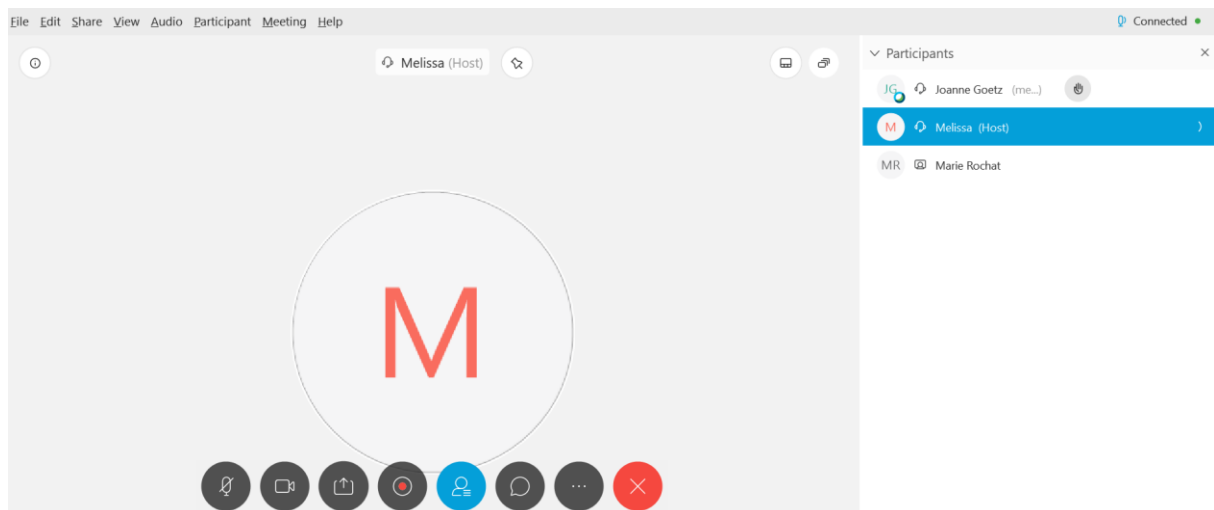
Step 2: On the Meeting Information page, enter the requested information (Name and Email)

Step 3: Click: *Join Now*

Once the Host connects, you can activate your video and Join the audio connection. Please choose the “Call Using Computer” audio option.

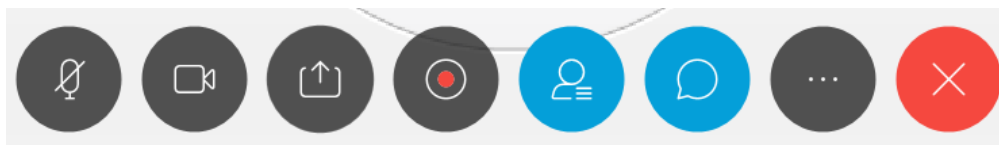


Once you are connected to the meeting you will see the following screen:





After you are connected, you can mute or unmute your microphone by selecting the microphone icon next to your name in the participants panel or in the panel below which you will see at the bottom of your screen. **Please mute** when you are not speaking.



Please turn off your video to save bandwidth.

Option 2: Using a phone line – if there is a dial in number for your country

- Step 1: Select your country dial in number from the list provided in the meeting invitation
- Step 2: Dial-in using one the numbers from the Global list *(we would strongly advise using a land line as the quality of the call might not be optimal if a mobile line is used)*
- Step 3: Type your meeting number (access code) provided in the meeting invitation and press #
- Step 4: Press # again and you will be connected to the meeting

Please mute when you are not speaking.

Option 3: For exceptional circumstances

- Step 1: Confirm that you cannot use Option 1 *(preferred option)*
- Step 2: Confirm that there is no dial in number for your country to enable you to use Option 2
- Step 3: Contact the Secretariat at least 48 working hours before the meeting is to take place to arrange for you to be dialled into the meeting

Please mute when you are not speaking.

4. During the Meeting

Please note that **only GC members are permitted to join the meeting**.

As a general reminder, **please mute** when you are not speaking and **please turn off your video** to save bandwidth.

Where possible, it is proposed that participants use **headphones** or a **headset** during the meeting, as this can help to cut out background noise.

At the beginning of the meeting, the Meeting Secretary will go through the list of GC members present, which shall be visible to all participants in the participants panel of the Cisco WebEx Meeting application.



The Meeting Secretary will also provide a brief reminder on the 'rules of engagement' for participants during the meeting.

Any persons other than GC members who have not received prior permission through the normal processes to attend the meeting will be disconnected from the meeting.

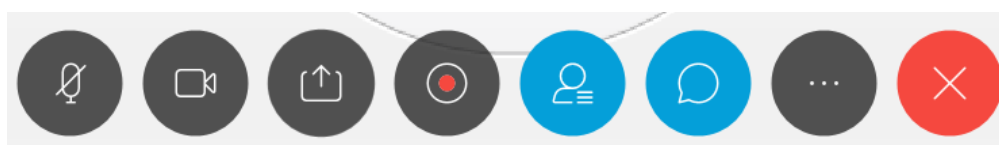
If a participant has to leave the meeting, they are kindly asked to advise the Meeting Secretary as outlined in Option 3 below.

If the Chair indicates that there is to be a short **break** during the meeting, **please remain connected** to meeting platform so as to avoid any potential technical disruptions.

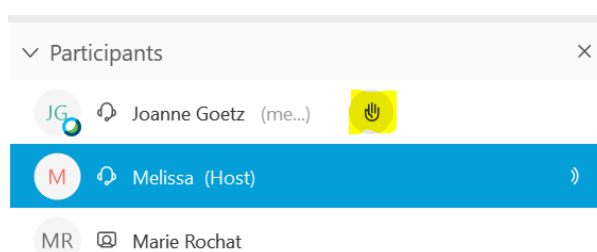
To participate in the discussion during the meeting:

Option 1: Raising your virtual hand in Cisco WebEx application

Step 1: Open the participants panel in the Cisco WebEx application by clicking on the participants button at the bottom of your screen (first blue button below)



Step 2: To raise your hand click on the “Raise Hand Button” next to your name in the participant list which will place a small hand icon next to your name.



Step 3: When you are invited to intervene please unmute your microphone.

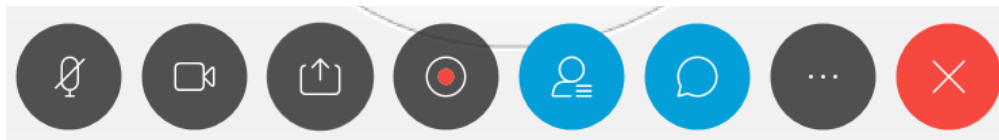
Step 4: When you have completed your intervention please use the term 'over' and mute your microphone.

Step 5: After speaking, please lower your hand by unclicking on the small hand icon next to your name in the participant list.

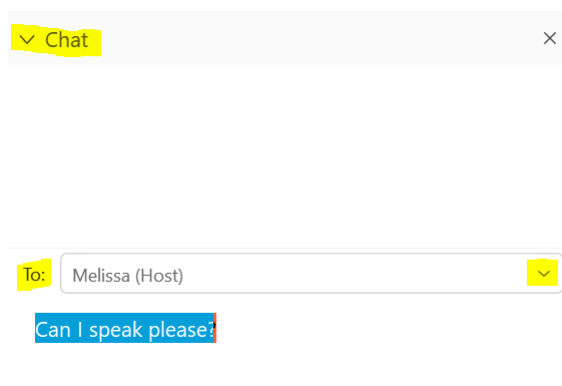


Option 2: Using the chat feature in Cisco WebEx application (if Option 1 not available)

Step 1: Open the participants panel in the Cisco WebEx application by clicking on the participants button at the bottom of your screen (second blue button below)



Step 2: Choose the name of the Meeting Secretary (or his/her delegate as appropriate) in the participants list and send a message indicating that you wish to intervene



Step 3: When you are invited to intervene please unmute your microphone

Step 4: When you have completed your intervention please use the term 'over' and mute your microphone

Option 3: Sending a message directly to the Meeting Secretary (or his/her delegate as appropriate)

You may prefer to send a message directly to the Meeting Secretary by email, text message or WhatsApp.

The preferred method and contact details of the relevant person for each meeting shall be shared directly with the GC in advance of the meeting as appropriate.

5. Troubleshooting/Who to contact

If you encounter any **technical difficulties when downloading the Cisco WebEx Meeting application** please send an email to Juan Martin (jmartin@gavi.org), copied to governance@gavi.org.

If you encounter any **technical difficulties when joining the meeting** please send an email to Juan Martin (jmartin@gavi.org), copied to Marie Rochat (mrochat@gavi.org).



If you are on a **VPN connection**, please **disconnect** before joining the meeting as this may prevent you from being able to join.

If you cannot find the raise your hand feature it may be that you have connected to Cisco Webex through an internet browser. If you have downloaded the Cisco Webex Meeting application it should open by default when you join the meeting.