

Partnership for Vivax Elimination

PAVE

# A simple guide on how to prepare and participate

PAVE Latin America Regional Meeting 2021

November 30 – December 1, 2021

# PAVE Regional Meeting

## General information for attendees

## Preparing for the meeting and connecting

- The virtual meeting will take place on **November 30 and December 1 at 1:00 PM (BRT), lasting three-hours each day** (Seattle 8:00 AM – 11:00 AM | Bogotá / Lima / Washington 11:00 AM – 2:00 PM | Geneva: 5:00 PM - 8:00 PM)
- The link for connection will be shared with all confirmed participants via email. It will also be available in the invite for your calendar.
- If you are delivering a presentation, please prepare your materials in advance to share on your screen. **Please submit your presentation by November 24** so the event organizers have a back-up copy in case of technical issues. Please send your presentations to [mfigueira@globalhealthstrategies.com](mailto:mfigueira@globalhealthstrategies.com) in .pdf or .ppt format.
- When preparing your presentation, please be mindful of the **time allocated for your specific session**.
- In case your organization/institution wants to share any specific materials with the participants (i.e. links, videos, documents) please share them in advance with the event organizers by November 24 at [llena@globalhealthstrategies.com](mailto:llena@globalhealthstrategies.com).
- The meeting will be recorded. Please let the organizers know in case you have any concerns.
- In case the organizers need to use any of participant's quotes for other purposes, (i.e. reports, public materials), the participant will be asked for his/her approval in advance.
- The meeting will have simultaneous translation (English, Spanish and Portuguese). Each participant should select the language in which they wish to hear the audio through the interpretation tool (globe icon at the bottom of the Zoom screen during the meeting).
- If you have confirmed but will no longer be able to join the meeting, please inform the event's organizers at [mfigueira@globalhealthstrategies.com](mailto:mfigueira@globalhealthstrategies.com) by November 24.

To help things go smoothly for this virtual meeting,  
we kindly ask participants to observe the following recommendations:

- **Joining:** The information for connection will be shared with all confirmed participants via email. Participants can join either by clicking the link or typing the meeting ID and password on the Zoom application.
- **Microphone:**
  - You will be able to mute/unmute your microphone; Please only unmute when it is your turn to speak.
  - When your microphone is unmuted, avoid activities that could create additional noise.
- **Camera:** All participants will be allowed to enable their cameras during the entire meeting. Please make sure it is positioned at eye level.
- **Panelists:** If you are a panelist, you should share your screen to display your presentation when it is your turn to present. To share your screen, click the green arrow button at the bottom of the screen on the Zoom menu.
- **Breaks:** Breaks have been scheduled into the agenda to allow participants to rest. Please do not disconnect your computer during the short scheduled breaks, but do put your camera and microphone on mute.

### How to ask and facilitate questions during the event?

- All questions are welcome during Q&A sessions.
- In order to ask a question, the participants must first use the "raise hands" tool.
- The session's facilitator will identify participants to ask questions from those who have used the "raised hands" tool. They will be able to unmute their microphones to directly address the panelist(s).
- Participants can also post their questions via chat. The facilitator will read them to the panelists.