



## Dial-in and participation in the virtual General Meeting via WebEx

### TECHNICAL NOTES ON THE PROCEDURE

#### DIAL-IN TO THE WORKING GROUPS

You will receive a **dial-in link** in advance of the General Meeting.

This leads you to the virtual room of the General Meeting where you can dial in from 10 am on 05 May 2021.

This year, the working groups will take place via so-called "breakout rooms". During the meeting, you will be assigned to your working group by the Secretariat and brought back to the main room after the exchange within your working group.

During the lunch break you are welcome to stay dialed in in the main room of the General Meeting.

### GENERAL ADVICE AND RECOMMENDATIONS

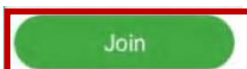
- If you have any **questions or problems**, please contact Johanna Bodewing at any time via email (Johanna.bodewing@giz.de) or via telephone (+4916093367229).
- Please register on WebEx **with your first and last name and your company/organization**. If you are not using WebEx for the first time, please check your username in the app and change it if necessary.

### TECHNICAL INSTRUCTIONS FOR DIAL-IN

- There are **three ways to participate in the general meeting: via app, via browser and via telephone**. We recommend using the WebEx App. In the following we describe the three different dial-in options. For more information on dialing in via app, please click [here](#). For more information on dialing in via browser, please click [here](#).

### DIAL-IN VIA YOUR COMPUTER

- 1) The application works best with the Internet browsers Chrome, Firefox and Microsoft Edge, not Internet Explorer.
- 2) Open the e-mail with the dial-in link to the general meeting and click on "Join". Alternatively, you can copy the link and manually paste and open it in your internet browser.



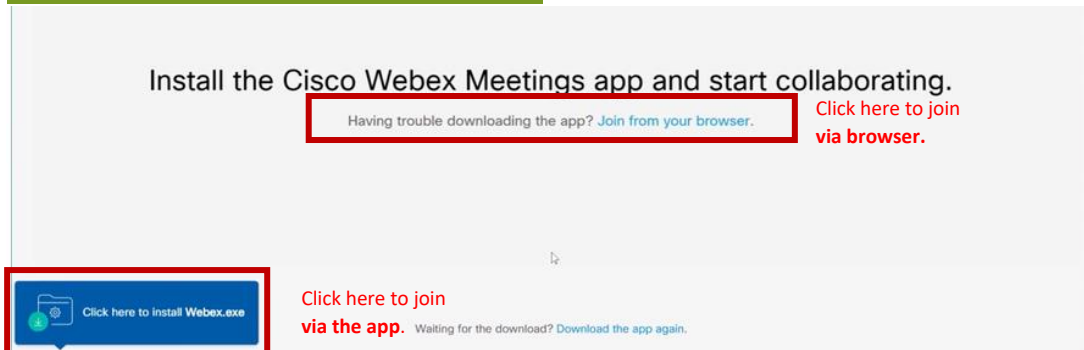
Als Teilnehmer beitreten: <https://conpolicy.webex.com/conpolicy-de/onstage/g.php?MTID=e018a18a9198499420773e6ce3239632e>



## Forum Nachhaltiger Kakao

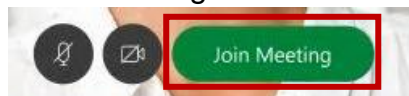
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- 3) If you are joining an event via WebEx for the first time, you can either click on the installation file to install the WebEx app or alternatively click on "Join via browser" without installing the app. If you have problems with the installation, you can also [download the WebEx app manually](#).



- 4) Now enter your first and last name and your e-mail address and click on next. For a better assignment we would like to ask you to write your organization or company in brackets after your name.

- 5) Click on "Join meeting" to attend the General Meeting.



### DIAL IN VIA YOUR PHONE

Please contact us if you are attending via telephone so that we can share the presentation with you in advance.

- 1) Open the mail with the dial-in links to the General Meeting and call one of the given dial-in numbers under telephone.

**Nur der Audiokonferenz beitreten**  
+44-20-7660-8149 United Kingdom Toll  
0800-026-6257 United Kingdom Toll Free  
[Beschränkungen für gebührenfreies Wählen](#)



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- 2) Enter the meeting ID number and password provided in the email.

Gastgeber: Virtual Events ([webex@conpolicy.de](mailto:webex@conpolicy.de))

Event-Kennnummer (Zugriffscod): 163 319 5711

Event-Passwort: DfKuWDQS737

- 3) Once you have joined the General Meeting, **you can hear everyone in the meeting, but you cannot see what is being shared.**

### CHANGE THE NAME IN THE WEBEX MEETINGS APP

If this is not your first time attending an event via WebEx and you already have the app installed.

- 1) The change should be made before you dial into the General Meeting for it to be effective.
- 2) To do this, open the WebEx app - not the window of the current event.
- 3) Now click on the "Pen" symbol and change your name to the desired form. For the general meeting we recommend: **First name Last name organization/company**

