



UN CLIMATE
CHANGE
CONFERENCE
UK 2021

IN PARTNERSHIP WITH ITALY

CREATE AND ATTEND MEETINGS

THE COP PLATFORM GIVES YOU THE ABILITY TO NETWORK WITH THE COP26 COMMUNITY THROUGH ONLINE MEETINGS MADE ON THE NETWORKING AND PARTNERS PAGES. THESE MEETINGS CAN BE ONE-ON-ONE OR INCLUDE MULTIPLE MEMBERS FROM THE NETWORK.

Tip: Meetings on the platform do not refer to the formal, mandated negotiations facilitated by the UN, but to functionality that lets you chat on the platform with others.

How to create a one-on-one meeting

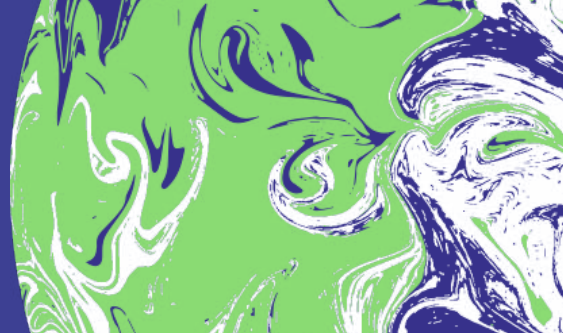
To open a discussion with a fellow participant, simply navigate to the Networking page by locating 'Networking' on the main menu **A**. At the top of the page you will find the participant directory where you can search for the desired candidate by name, company, job title and topics of interest **B**. To schedule a meeting simply click the 'Schedule meeting' button to the right of their profile **C**.



A →

B →

C →



I've been invited to a one-on-one meeting. How do I join?

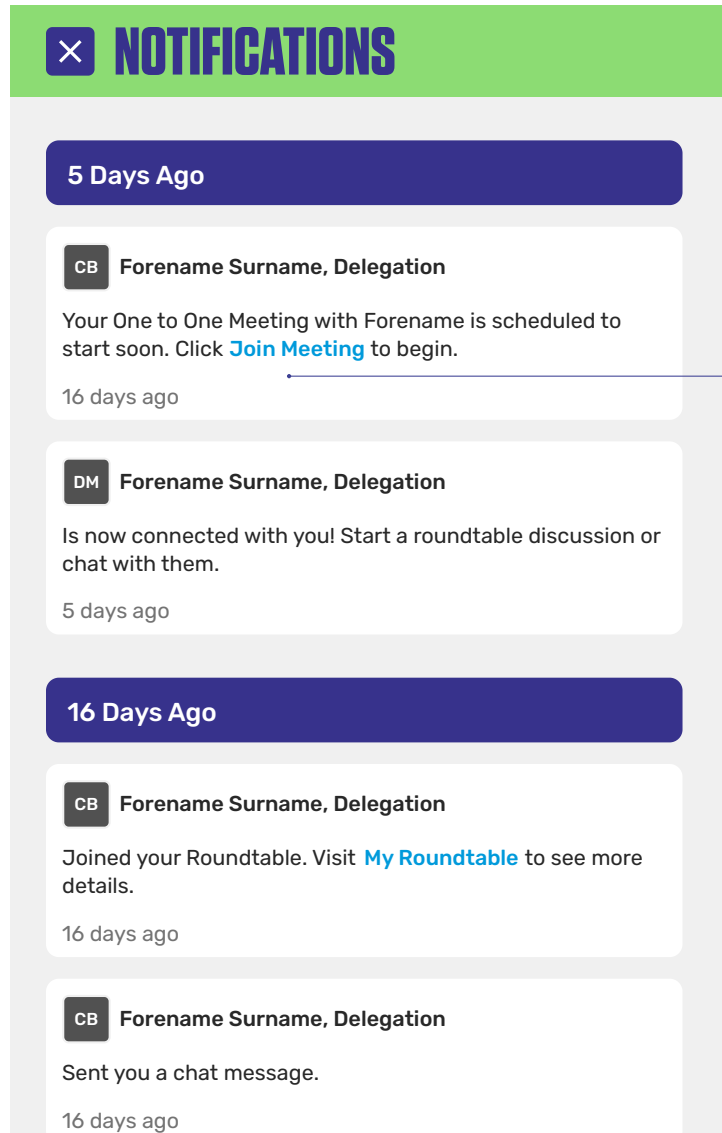
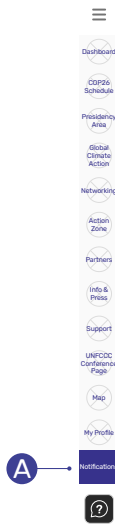
When you have been invited to a one-on-one meeting, you will get a notification in the Notification tab in the main menu **A**. Simply navigate to the meeting and click the 'Join Meeting' button at the time that it is scheduled **B**.

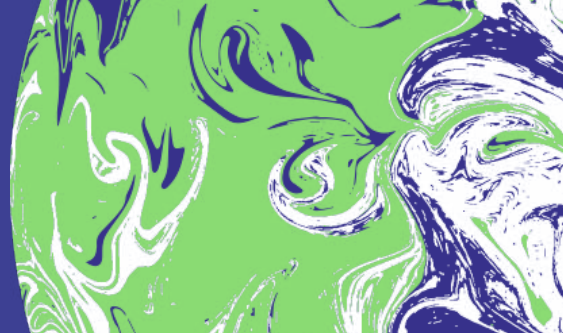
How do I create a Roundtable or Boardroom meeting?

Tip: Roundtables and Boardrooms can be found in the Networking and Partners pages on the Virtual COP platform.

- For up to six people (including the organiser), set up a 'Roundtable'
- For more than six people, set up a 'Boardroom'

When you land on an area that features Roundtables or Boardrooms simply click on the 'Create a meeting' button on the right and add your chosen participants.





I've been invited to a Roundtable/ Boardroom meeting. How do I join?

Within the platform, you may be invited to meetings from other participants. If the meeting is private, you will get a notification on the platform and an email. These notifications will tell you who has invited you to the meeting and will highlight that it is private.

If the meeting is public, you will similarly get a notification on the platform and an email. These notifications will also tell you who has invited you and will highlight that the meeting is public.

To join a Roundtable or Boardroom, navigate to the meeting and click the 'Join' button.

The screenshot displays the 'DISCUSSION GROUPS' interface. At the top, there is a green header with the title 'DISCUSSION GROUPS' and a 'Time zone: Default (Adjust)' button. Below the header, a 'Form a Group' section includes a '+ Create Meeting' button and a notification: 'Remember to adjust time zone as needed. For more information click here >'. A legend indicates meeting statuses: Accepted (green), Pending (orange), and Declined (red).

The main content area is divided into two tabs: 'Roundtables' (active) and 'Boardrooms'. The 'Roundtables' tab shows a list of four meeting cards. Each card has a 'Launch' button, a status icon, and a list of participants represented by initials and profile pictures. The meeting details are as follows:

Meeting Title	Date and Time (GMT)
Adipiscing Elit, Sed Diam Nonummy Nibh Euismod Tincidunt Ut Laoreet	06 Nov 2021 - 11:30 am - 1:45 pm (GMT)
Consectetur Adipiscing Elit, Sed Diam Nonummy Nibh Euismod Tincidunt Ut Laoreet	06 Nov 2021 - 2:00 pm - 4:00 pm (GMT)
Quis Nostrud Exercit Tation Ullamcorper Suscipit Lobortis	07 Nov 2021 - 3:30 pm - 6:00 pm (GMT)
Lobortis Nisl Ut Aliquip Ex Ea Commodo Consequat Vel Illum Dolore	06 Nov 2021 - 11:30 am - 1:45 pm (GMT)