



LOGISTICS NOTE

MEETING VENUE AND TIME

The conference will take place virtually **on 15–17 November 2021**. The conference will take place on the Zoom meeting platform.

The conference will start on **Monday November 15th, 2021, at 7:00 am** (US Eastern time), corresponding to **12:00 pm in Dakar** (GMT – Greenwich Mean Time) and **2:00 pm in Kigali** (CAT – Central Africa Time).

STRUCTURE OF THE CONFERENCE

Day 1, Monday, November 15: The conference will be officially opened on Day 1 and will feature an overview presentation of the 2021 ATOR, a keynote presentation on impacts of and responses to COVID-19 in African countries, presentations of key chapters, and panel and plenary discussions on the conference theme.

Day 2, Tuesday, November 16: Day 2 will focus on presentations and panel and plenary discussions of the different chapters of the 2021 ATOR.

Day 3, Wednesday, November 17: Day 3 will conclude the conference with presentations and panel and plenary discussions on progress in achieving CAADP goals and targets and progress and next steps in the 2021 CAADP Biennial Review process.

The detailed agenda can be downloaded on the ReSAKSS conference website.



MEETING LANGUAGE

The meeting will be conducted primarily in English, with simultaneous translation in French.

MEETING LINK TO THE CONFERENCE

Only one link is provided for participants to register to the Zoom platform:

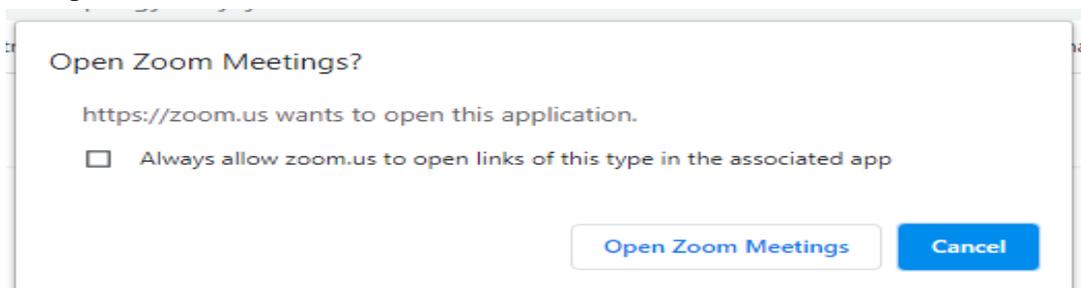
https://bit.ly/Registration_2021_ReSAKSS

When you click on this link, you will receive an email with instructions about how to connect to the conference after you have registered.

GUIDE TO LOG IN

STEP 1. CONNECT TO THE EVENT USING THE LINK PROVIDED BY THE HOST (from a computer)

1. Use the join link provided in the confirmation email.
 - A. If you already have the Zoom application on your desktop, you can select the option “Open Zoom meeting”.





- B. If you do not have the Zoom application, you can either download it or use the web version of Zoom by clicking on the “Join from your browser” link.

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below.



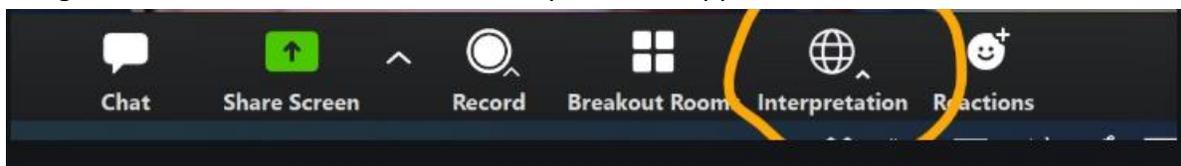
Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

You will be automatically logged-in to the meeting.

STEP 2. INTERPRETATION

When scrolling at the bottom of the screen below options will appear.



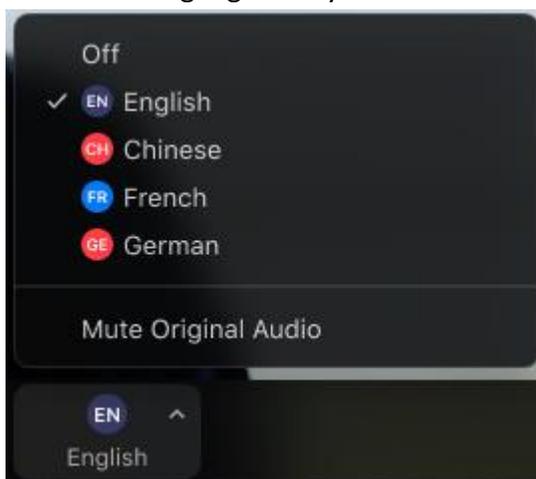
The Expertise We Need-The Africa We Want





In your meeting controls, click the **Interpretation icon** () as shown above.

Select the language that you would like to hear.



To only hear the interpreted language, click **Mute Original Audio**. (Optional)

⇒ **FOR ENGLISH SPEAKING PARTICIPANTS**

The main language of the meeting being English, we kindly ask you to stick to this channel for the whole session.

During the discussions, whenever a French-speaking delegate will intervene, the interpreter will proceed with the translation in the channel you are in. Should you wish to only hear the interpreters' translation, kindly click on "MUTE THE ORIGINAL AUDIO". You may undo this option by clicking on the same option to resume the original audio.

STEP 3. HOW TO PARTICIPATE IN THE MEETING

When you join a Zoom meeting hosted by another user, you are considered an attendee. The organizer of the meeting will have host controls, including muting audio, using video, sharing your screen and more.



Audio settings

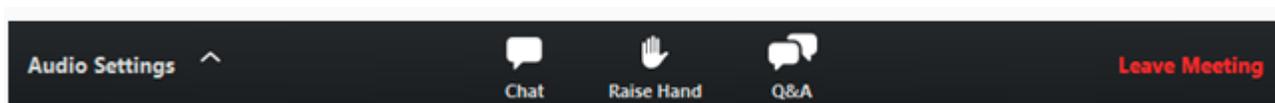
The host also has the ability to mute you. All attendees will be muted by the host of the meeting. Speakers are asked to mute their mics when not speaking.

During the Q&A sessions, the organizer can allow participants to mute and unmute their microphone. If you click on the arrow next to the mute button, you will have additional options for audio settings.

Take the floor and ask a question:

The format selected for the conference allows you to ask question via two options:

- **Raise Hand** – Click on the **hand** icon to notify the moderator that you want to take the floor. When you raise your hand, you will be given the floor to speak/ask your question.
- **Chat box** – Click **Chat** to open the chat window and ask a question to the speaker/moderator or other participants. Select the drop-down text to select your interlocutor: All Speakers / Speakers and Participants.

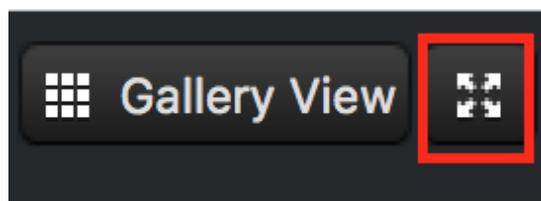


Choose video layout:

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen (slides being presented) and the video by clicking on a button available in this location during a screen share.



At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking “Esc” on your keyboard.



You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.

EQUIPMENT AND INTERNET CONNECTION

Participants will need a good internet/WiFi connection to participate in the conference.

Participants are invited to join the session with a **computer**. Participants using a mobile phone will not have an optimum sound and connection quality and will not have access to some of the meetings’ features.

During the meeting, **simultaneous interpretation** will be offered. Participants are asked to choose their preferred language channel (English or French) at the beginning of the meeting. They do not need to switch channel throughout the session. Participants on a channel other than the original will hear both the presenter (at a much lower volume) and the interpreter (at a higher volume). In such cases the original audio can be temporarily muted to only hear the translation.

Participants are recommended to use headsets for a better-quality audio.

Participants should always be on mute unless they have the floor to speak.



CONTACTS FOR ASSISTANCE

Marie Jeanne Diouf, Finance and Administrative Coordinator, AKADEMIYA2063: mjdiouf@akademiya2063.org

Diane Karwera, Office Assistant, AKADEMIYA2063: dkarwera@akademiya2063.org

Nancy Massala, Administrative and Events Coordinator, AKADEMIYA2063: nmassala@akademiya2063.org

ReSAKSS is led by AKADEMIYA2063 and funded by grants from the Bill and Melinda Gates Foundation and through the Feed the Future Policy Policy LINK for USAID under Cooperative Agreement 7200AA19CA00019. The views expressed in these publications and the website do not necessarily reflect the views of the Foundation, USAID or the United States Government.



AKADEMIYA

The Expertise We Need-The Africa We Want

ReSAKSS

Regional Strategic Analysis and Knowledge Support System

by AKADEMIYA2063

