

Summit technical details instructions

(you would have already received this earlier this week, we are recapping here for your convenience, adding some further details based on questions we heard from you)

Videoconference link: The Elysée have sent on Thursday 30th September the video conference link. Please let us know if you have not received the email from the Special Technical Service of the Elysée ASTE (Antenne Spéciale des Transmissions).

Testing: It is highly recommended to test the link before the meeting. To do so, you have the possibility to schedule an appointment with the ASTE Special Technical Service of the Elysée for a test call; they have many options, including during the weekend, and can also manage on demand test call if no slot works for your teams.

Log in schedule: Since the log in process can take time, it is prudent to have a member of your CEO's office log-in early. Please note that the virtual room will be open from 12:30PM CET, and your team is asked by the Elysée to log in before 1:30PM CET. The log in process is interactive with the Elysée operators and hence time intensive. The same link will be used for the CEO Preparatory Meeting and the CEO Roundtable with the President: please do not log off between meetings.

Participants name displayed: the named that will be visible on screen will be your Zoom name: please enter the name in the following format: Organisation or abbreviation, Name, Title, **otherwise the connection will not be accepted**. (Cf. Note from Elysée - ASTE below).

Videoconference display: The Elysée will decide to switch from gallery view to speaker's view when appropriate. Participants' cameras will be always on and the Elysée asks that leaders are visible on screen during the entire duration of the Summit.

Videorecording: The Summit is not public and will follow the Chatham House rule. However, it will be videorecorded, and the videorecording will be only available to Members. The OPSWF/OPAM/OPPEF Communications Sub-WG will discuss whether some segments could be used for any other communication purposes. We will not be able to get the videorecording the very day of the Summit.

Images for communication: Screenshots may be made by the organizers during the Summit and would be used both by OPSWF Network and the Elysée for communication purposes. They could be shared to your Communication Sub-WG members. The Communication team of the Elysée will take also pictures during the Summit of the conference room as well as the giant screen with all leaders on appearing. These pictures would be communicated by the Elysée Communication team later on.

Technical question on testing and the videoconference link should be directly asked to ASTE (aste@elysee.fr or +33 1 42 92 85 33).

For your convenience, please find below the Note from ASTE– Technical Team of the Elysée:

Please find the technical details regarding the Initiative One Planet Sovereign Wealth Funds occurring from 01:45 pm to 04:00 pm (Paris time) on October 04th 2021. The same link will be used for the tests and the main meeting.

A few key points to note:

- All technicians should plan to log into the Meeting Zoom at **12:30PM CEST and no later than 01:30PM CEST** to do a final test of video and audio.
- **When entering the Meeting Zoom, please enter the name in the following format: Organisation or abbreviation, Name, Title, otherwise the connection will not be accepted.**
- Please ensure leaders are visible on screen during the entire duration of the Roundtable.
- Please ensure there are no other persons other than the CEOs visible on the screen.
- **It is important to note these meeting links are not transferrable and may not be forwarded.**

We have technical test run sessions available during the following times. Please let us know if you are able to join a test call.

Friday, 01st October

- 0200pm-0300pm CEST
- 0600pm-0800pm CEST

Saturday, 02nd October

- 1000am-noon CEST
- 0600pm-0800pm CEST

Sunday, 3rd October

- 1000am-noon CEST
- 0600pm-0800pm CEST

If your delegation is not able to attend any of the above sessions, please contact aste@elysee.fr or **+33 1 42 92 85 33** directly to arrange a test call.