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REGIONAL STRATEGIC WORKSHOP Building Resilience and Addressing Risk in the Mesoamerican Reef

November 23th and 24th, 2021 | <https://bit.ly/MARWorkshop>

Thank you for agreeing to present in the Regional Strategic Workshop "**Building Resilience and Addressing Risk in the Mesoamerican Reef**", we are looking forward to your contribution. Please find some useful information below in preparation for speaking at this workshop.

GENERAL OBJECTIVE OF THE WORKSHOP

To strengthen the economic value of the MAR region by coordinating different sectors and their agendas to achieve sustainable results that will contribute to the recovery and resilience of the Mesoamerican Reef.

[Here](#) you can see all the necessary resources as a panelist for your presentations.

SPEAKER BIOGRAPHY AND PICTURE

If you have not already done so, please submit a headshot (minimum 1000px wide, preferably square) of yourself and a biography (about 100 words) so that we can ensure you are featured on our workshop and associated promotional materials. Please send your picture and biography to isabelgodoy@marfund.org, before november 19th.

PRESENTATIONS

[Click here to download the presentation template for the event.](#)

We recommend only using slides if a visual theme is required to support your points, or if you are using pictures. You will be able to share your screen in the zoom meeting to present your slides. If you wish to use slides in your talk we ask that you please follow these guidelines:

1. Ensure slides are as visual as possible with minimal text
2. No more than 8 slides for 15 minutes of presentation. (**This is just a general recommendation** but you can add more slides if you feel able to address them in your presentation time)

EVENT CHARTER

This document will serve as a general reference for the event. [Available here.](#)

DETAILED PROGRAM

This document will provide you with details on the structure, speaking times of each panelist, and the format of your session. [Click here to see the workshop program.](#)



TECHNICAL INFORMATION

We will be using the Zoom platform to host the workshop.

ZOOM

[Download Zoom](#) and create a free Zoom account if you have not already. You will receive a calendar invitation to your panel session from [Isabel Godoy](#) and this will have the joining link for the session.

We urge you to connect 30 minutes before the beginning of the session so that we can do a tech check.

Zoom allows you to customize your background during your presentation. We have a customised Zoom Background you are welcome to use which you can [find here](#).

To add a virtual background:

1. Login to your zoom account
2. Go to 'settings'
3. Select the 'virtual background' tab
4. Add the zoom background by clicking the '+' button and you're set.

TEST SESSION RECORDING

If you were unable to make the training session we hosted on November 19th, then [you can watch a recording here](#).

SPEAKERS

- Please use your laptop or desktop computer for the meeting (not a smartphone or tablet).
- Choose a quiet place for the session with a good internet connection (preferably WiFi).
- Make sure your webcam is at eye level, with your light source in front of you.
- Choose a neutral background.
- If possible, use a headset or headphones with a built-in microphone and test your audio to confirm optimum sound.
- **Turn off pop-up notifications on your laptop or desktop computer and set any devices to 'do not disturb'.**
- When speaking, please look directly into the camera and not the screen as this imitates eye contact with your virtual audience.
- Please do not watch the webcast of your session as there will be a delay on the live feed and your connection will be affected.
- **Join your session at least 30 minutes early to ensure your audio and video is working well and to meet your fellow panelists.**

MODERATORS



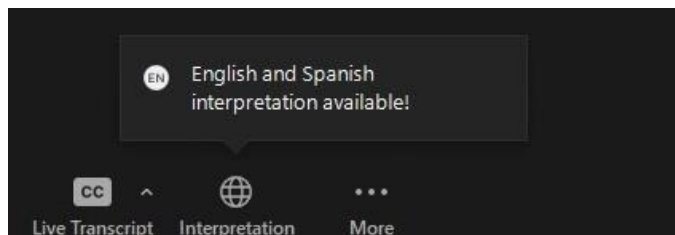
There will be a member of the organizer team in every session who will go over the general housekeeping rules at the very start of the session. We ask Moderators to please note the following in your session:

- The audience will be muted without video.
- We advise Moderators to have video and mic muted when you're not talking, i.e when a speaker is presenting.
- Please ask the audience to state their name, organization and where they are joining from when submitting a question. Remind the audience to submit comments to 'All Panelists and Attendees' in the dropdown box as it automatically defaults to 'All Panelists' in Zoom.
- Only if we have time available after 15 minutes of the thematic presentations, there will be a Q&A space. Otherwise the Q&A will not be considered.
- Speakers and Moderators can contribute to the chat as well if they wish to, 2-3 questions or comments will be answered if we have time
- If possible, please have a strong 4G connection as a backup or have a hotspot available from your phone in case WiFi fails.

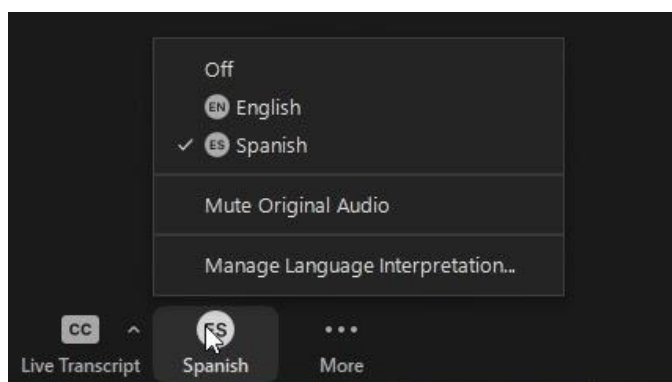
ACTIVATE SIMULTANEOUS TRANSLATION

In the sessions, the option of simultaneous translation from Spanish to English will be available. To make use of it, you must follow the following steps:

- Locate the "Translation" option on the globe icon.



- Select the preferred language channel:



- You will immediately begin to hear the simultaneous translation of the assigned interpreter.



- To change the language or deactivate the option, repeat the previous steps and select the other language or the option to "deactivate".

PROMOTING YOUR INVOLVEMENT

Please help us to share your involvement in the Regional Strategic Workshop by adding these [Speaker Placards](#).

SUGGESTED SOCIAL MEDIA POST

On November 23 and 24, I will be participating as a panelist in the Regional Strategic Workshop "Building Resilience and Addressing Risk in the Mesoamerican Reef". General Objective of the Workshop is to strengthen the economic value of the MAR region by coordinating different sectors and their agendas to achieve sustainable results that will contribute to the recovery and resilience of the Mesoamerican Reef.

WORKSHOP REPORT

After the event we will send you the memory of the event with the topics addressed by the panelists and all the conclusions of the discussions carried out.



**Building Resilience
and Addressing Risk in the
Mesoamerican Reef**

