

## INFORMATION SHEET

**DATE:** **Webinar on the implementation of the International Convention for the Control and Management of Ships' Ballast Water and Sediments (BWM Convention) in the Mediterranean region**, hereinafter referred to as the webinar, will be held from 1000 hours to 1230 hours (Malta local time or GMT+2) on Wednesday, 23 September 2020.

**PLATFORM:** The webinar will be held on KUDO, an e-conferencing platform with remote simultaneous interpretation.

Website: <https://kudoway.com>

**REGISTRATION:** All participants are kindly requested to complete the [Registration Form available on line](#). Please note that the webinar is open to no more than three (3) participants from each of the Contracting Parties to the Barcelona Convention.

**Please note that the Registration Form cannot be changed once it is submitted.**

Registered participants will be provided with a dedicated web link which will allow them to join the webinar online.

**The online meeting room will be opened at 0945 hours (Malta local time or GMT+2), and all registered participants are requested to join the webinar before 1000 hours (Malta local time or GMT+2).**

**DOCUMENTATION:** The webinar materials/documents will be provided in soft copy, as appropriate, before or during the webinar.

**LANGUAGES:** The working languages of the webinar will be English and French. Some materials/documents will be available in both languages while other documents, including the presentations, will be available in their original language(s) (English or French) only. Simultaneous English/French/English interpretation services will be provided during the webinar.

**HOW TO CONNECT TO THE WEBINAR** For more information regarding the webinar platform, please refer to the user guide in the annex to this document.

**CONTACT:** Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC)

E-mail: [events@rempec.org](mailto:events@rempec.org)

Tel. No.: +356 21 337 296/7/8

Fax No.: +356 21 339 951

# REMPEC

---

REGIONAL MARINE POLLUTION EMERGENCY RESPONSE CENTRE FOR THE MEDITERRANEAN SEA  
CENTRE REGIONAL MEDITERRANEEN POUR L'INTERVENTION D'URGENCE CONTRE LA POLLUTION MARINE ACCIDENTELLE

---

## Annex

### KUDO User Guide

# Before Joining | Preparing for a Meeting



We are excited to have you taking part of a meeting on KUDO. Please refer to the items below to help you prepare and make the most of the presentation.

.....

## A Good Headset

- Ideally, a USB Headset.  
*(Professional-grade is highly recommended)*
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

## Internet Connectivity

- Use Google Chrome as your browser.
  - Use a wired connection.  
*(Preferred)*
  - If wired connection is not available, use high-speed Wi-Fi instead.  
*(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)*
- .....

## Stay Updated

Make sure you have the latest version of the KUDO app and Google Chrome before joining a meeting. Click on the links bellow to download them:



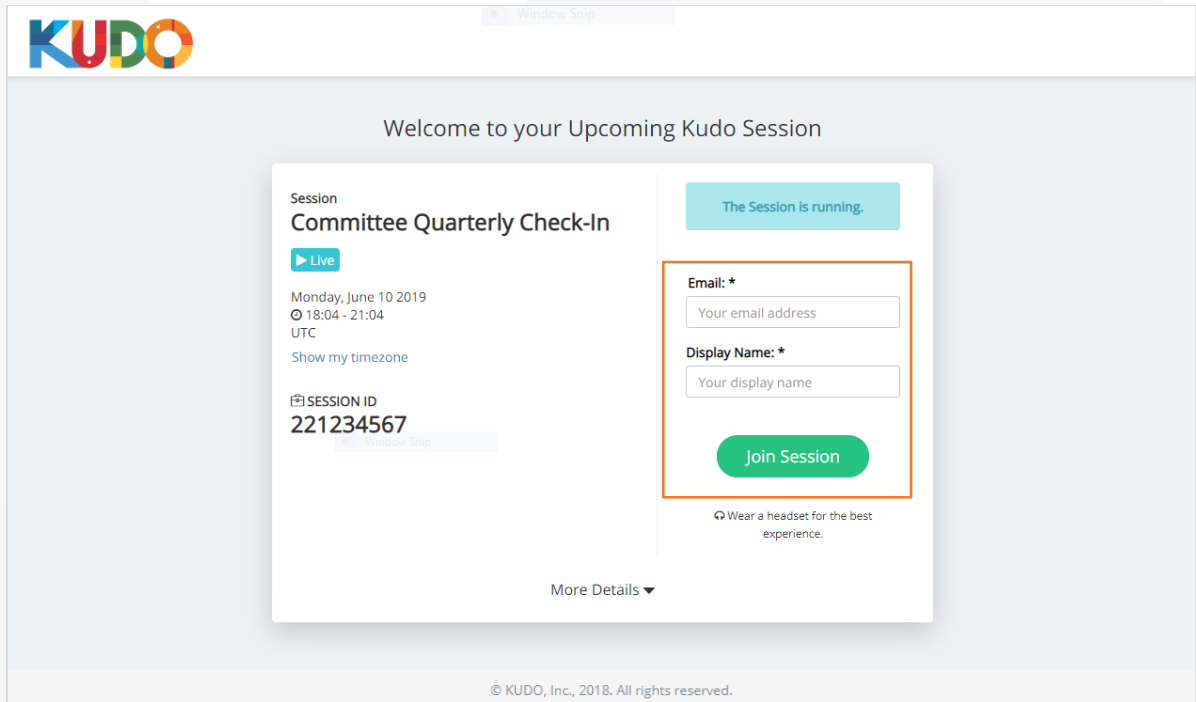
\*Screen-sharing extension for Google Chrome



If you need help contact [support@kudoway.com](mailto:support@kudoway.com)

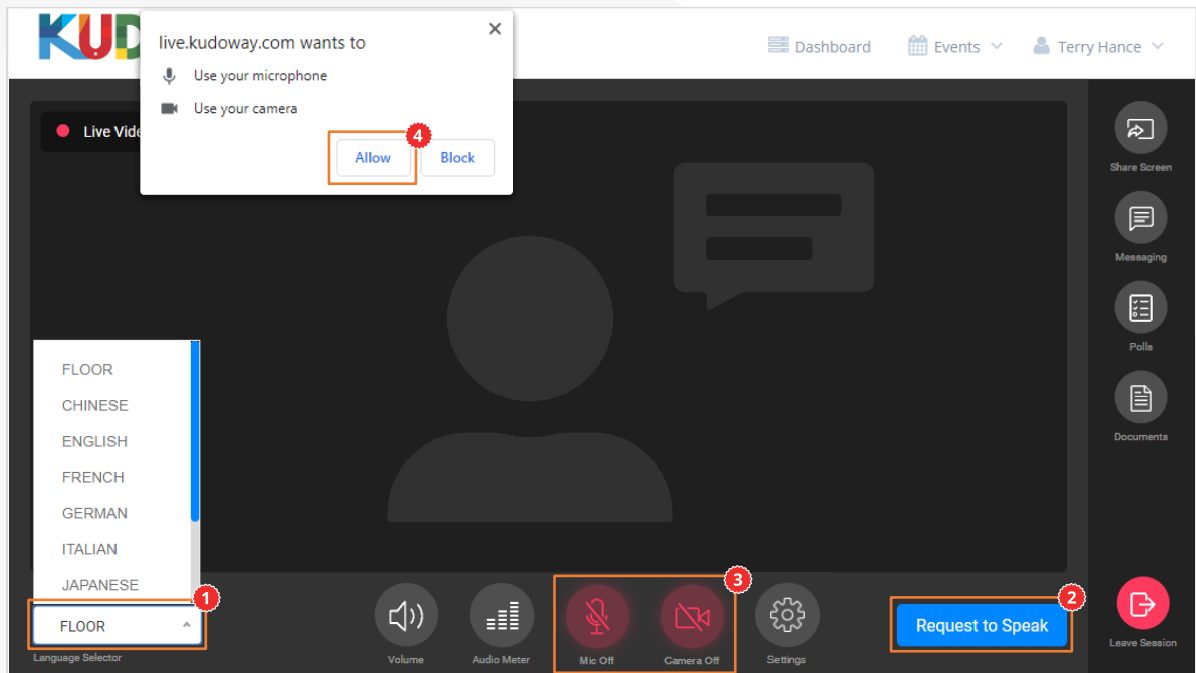
## From a computer

1



On **Google Chrome** go to the **provided link**.  
Fill out the form, click **Join Session**, and you're in!

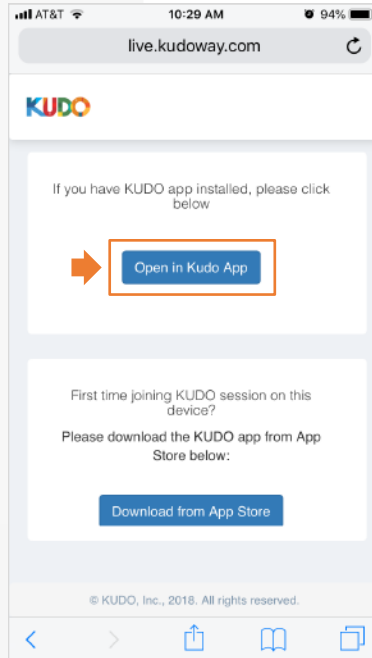
2



Once you are in, click on Floor and choose your **preferred language** from the dropdown list.<sup>1</sup>  
To speak, click on **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic once cleared.<sup>3</sup>  
If this is your first time on KUDO, click **Allow** when prompted, to enable the use of your devices.<sup>4</sup>

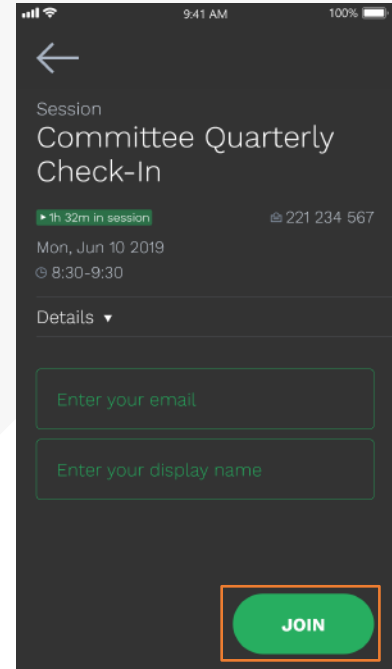
## From a smartphone

1



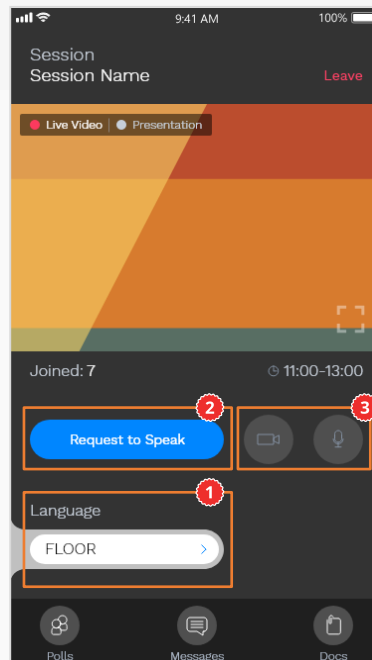
On your smartphone go to the **provided link** and select **Open in Kudo App**.

2



Fill out the form, Select **Join** and you're in!

3



Once you are in, select **Floor** and choose your preferred language.<sup>1</sup> To speak, select **Request to Speak**<sup>2</sup> (if required), and activate your Camera and Mic<sup>3</sup> once cleared.