



# Hopin Technical Guidelines for Attendees

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24th International Meeting of Mine Action  
National Directors and United Nations Advisers

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**Event link:**

<https://hopin.com/events/the-24th-international-meeting-of-mine-action-national-directors-and-united-nations-advisers>



## What is Hopin?

The IACG-MA is excited to welcome participants to Hopin for the 24th NDM-UN.

Hopin is a virtual conference platform selected for its capability to closely reproduce an in-person event online. Hopin allows for:

- Multiple interactive stages
- Networking tools to connect and engage with other participants
- Dedicated expo area to share content

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# Confirm Hopin Registration

Hello Kayla!

Thank you for having registered for the **The 24th International Meeting of Mine Action National Directors and United Nations Advisers**.

The event will be held on *Hopin*, a conference platform which aims to deliver the best possible virtual experience. Please confirm your attendance **by clicking the blue button below** and following the instructions.

**The 24th International Meeting of Mine Action National Directors and United Nations Advisers**

May 24, 2021 at 17:30 CEST - May 27, 2021 at 18:30 CEST

Hosted by **Inter-Agency Coordination Group on Mine Action (IACG-MA)**

[Verify Registration](#)

1. You will receive an email asking you confirm attendance and join Hopin.
2. Click the link in that email requesting 'Create account & Join Event.'
3. This action will trigger a second email. Click the link 'Confirm & Join Event.'
4. You registration is confirmed!

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# Create Your Hopin Profile

Event starting in 3 weeks 1 day  
In the meantime you can [create your profile](#).

**Update your profile**

Avatar  
Click to choose new image  
File types: jpg, jpeg, png

First Name (required)  Twitter

Last Name (required)  LinkedIn

Headline (required)  Website Link

You can review our privacy policy [here](#).

1. Click the link 'create your profile.'
2. We recommend that under 'First Name,' you include the name of your organization before your name.
3. Upload a photo of yourself.
4. Add your title and links to your Twitter, LinkedIn, and website as desired.

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## Access the Event

You will be able to access the event page beginning on 17:30 CET on 24 May, the eve before the event officially begins. Access the 24th NDM-UN here:

<https://hopin.com/events/the-24th-international-meeting-of-mine-action-national-directors-and-united-nations-advisers>

The site will automatically open in your internet browser.

**Event link:**

<https://hopin.com/events/the-24th-international-meeting-of-mine-action-national-directors-and-united-nations-advisers>

For any questions or troubleshooting, please contact

[unmasgeneva@un.org](mailto:unmasgeneva@un.org).

We will be happy to help you solve your tech issues.

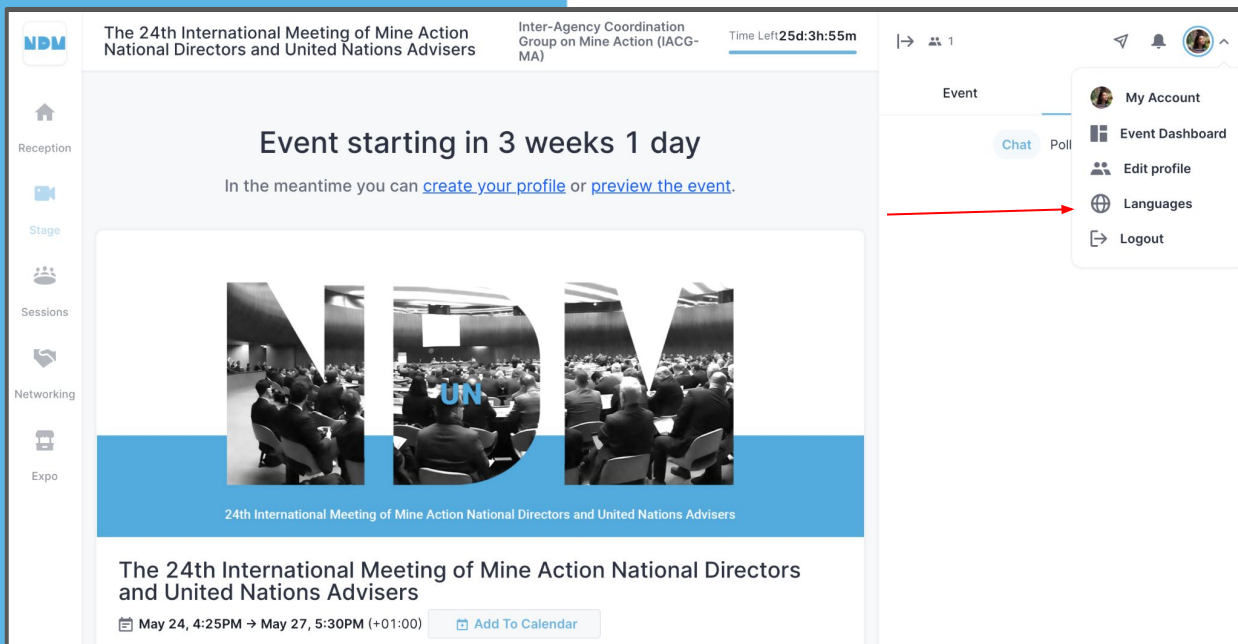
## Technical Tips

- For best results, use a computer rather than mobile device (though participants can watch using [mobile app here](#).)
- Make sure your device is connected to a battery charger and a stable internet connection (min 5mbps download / 2mbps upload, ideally 30mbps / 10mbps)
- For best connection experience, join using a recent version of **Chrome or Firefox**. Other platforms may work but are not fully supported.
- For best sound experience, please use headphones or earphones connected to your device. Try not to be in close proximity with another laptop/electronic device to avoid audio interference.
- Close all other tabs whilst accessing the event - especially do not stream other media.

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# Select Your Platform Language



1. Click on your profile in the upper right-hand corner.
2. Select 'languages.'
3. Choose between:  
Dutch, English, French, German, Hebrew, Italian, Japanese, Portuguese, Spanish

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# View Schedule

The screenshot shows a web interface for an event. The header includes the NDM logo, the event title, the organizing group (Inter-Agency Coordination Group on Mine Action (IACG-MA)), and a 'Preview Mode' indicator. A left-hand navigation menu lists 'Reception', 'Schedule', 'Sessions', and 'Networking'. The 'Schedule' section is active, showing a calendar view for May 25 (3 events), May 26 (2 events), and May 27 (3 events). A search bar is present. Three events are listed:

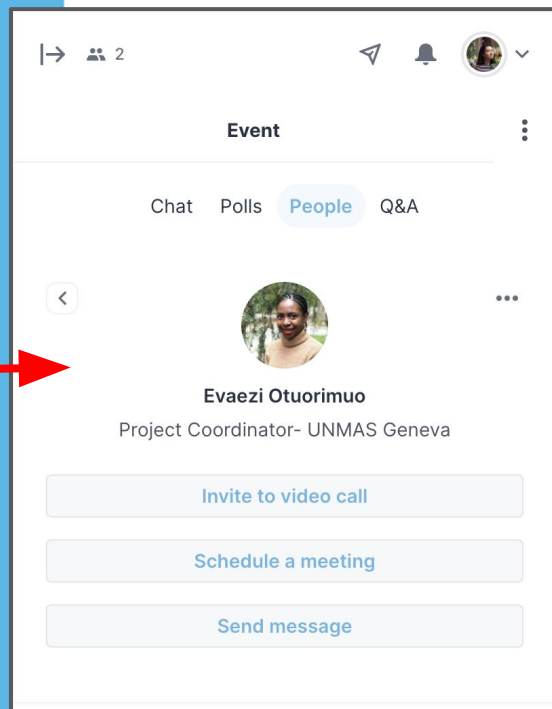
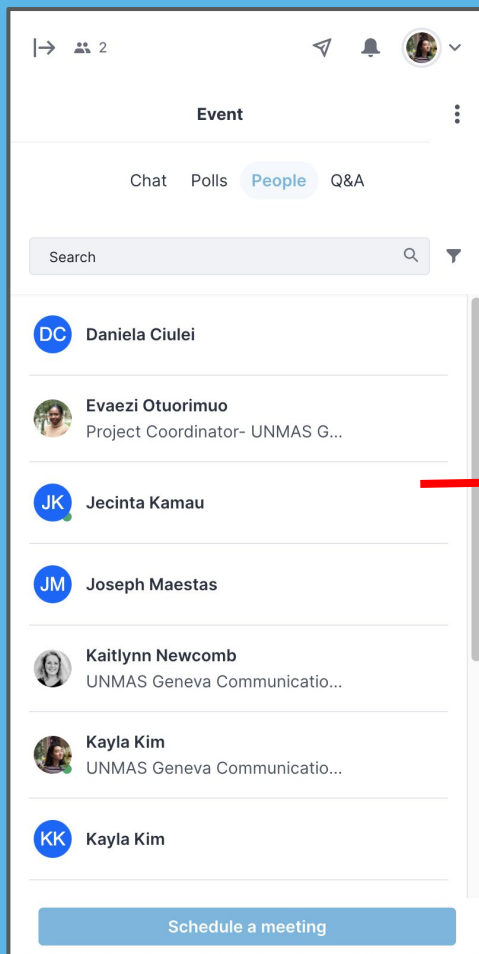
- 01:00 PM - 02:00 PM**: Opening Ceremony (Stage)
- 02:00 PM - 03:00 PM**: Staying the Course: Mine Action Financing in Times of Scarcity (Stage)
- 04:30 PM - 05:30 PM**: Novel Approaches in Mine Action (Stage)

1. Select 'Reception' in the left-hand column.
2. Scroll down to the bottom of the page. The schedule will be visible there.
3. You can add individual events to your calendar by clicking:

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<https://hopin.com/events/the-24th-international-meeting-of-mine-action-national-directors-and-united-nations-advisers>

# Meet Other Participants



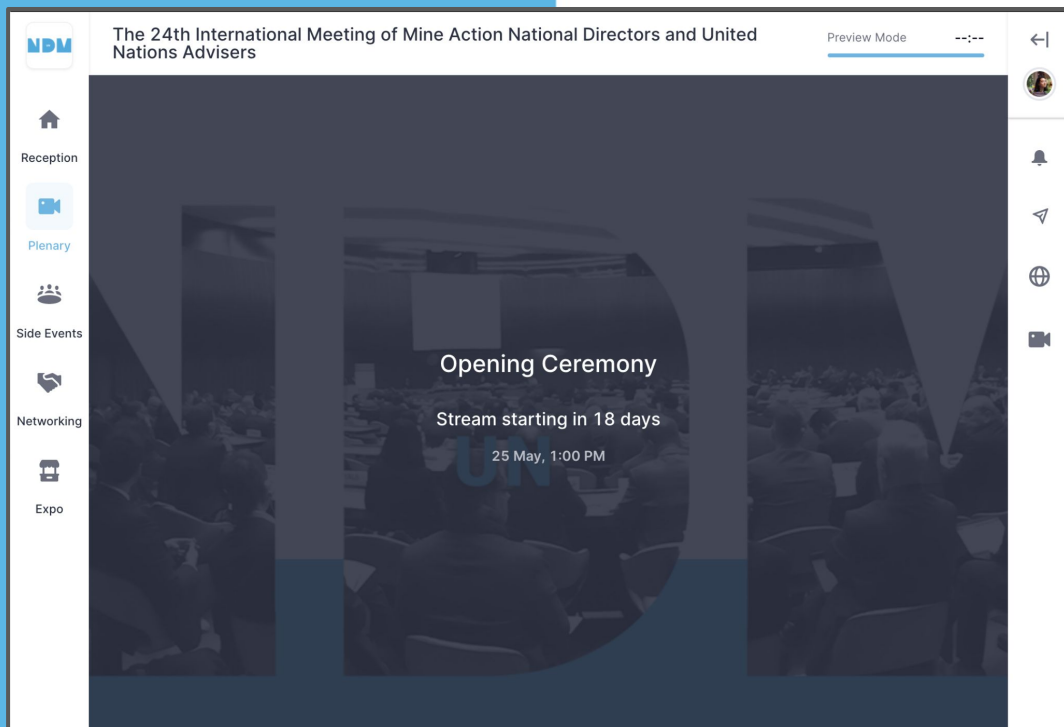
In your right-hand panel, you can find a button which read 'people.' If you click on this, you will be able to see all participants in the NDM-UN.

You can message people privately, invite them to private video calls, or schedule a meeting with multiple participants.

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# Watch a Plenary Session

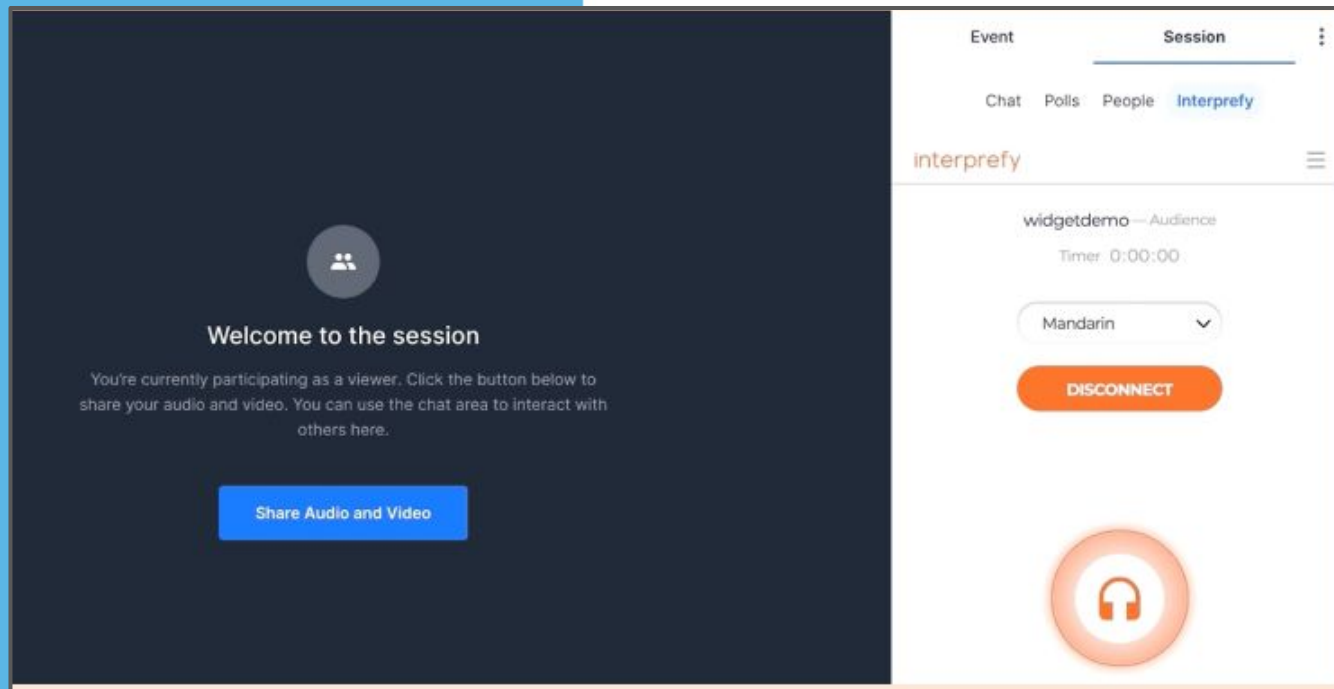


Click 'Plenary' in the left-hand column. Events will be live-streamed here as they occur.

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# Select Your Plenary Language



1. When you are looking at the 'Plenary,' click 'Interprefy' in the right-hand column.
2. Select your language:

Arabic, Chinese, English,  
French, Russian, Spanish

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# Plenary Sessions - Ask a Question

1. When you are looking at the 'Plenary,' click 'Q&A' in the right-hand column.
2. Select 'Ask a question'. You can choose to ask this question anonymously.

Type your question

Ask anonymously 0/200

Cancel Ask

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# Watch a Side Event



1. Click 'Side Events' in the left-hand panel. Side events will be visible here ten minutes before they are about to begin.
2. Select the side event you would like to view.
3. Type any questions you have under 'Chat' or 'Q&A' in the right-hand panel. If the panel includes an interactive Q&A, you can also request to share your video & audio. The events will be moderated.

**Event link:**

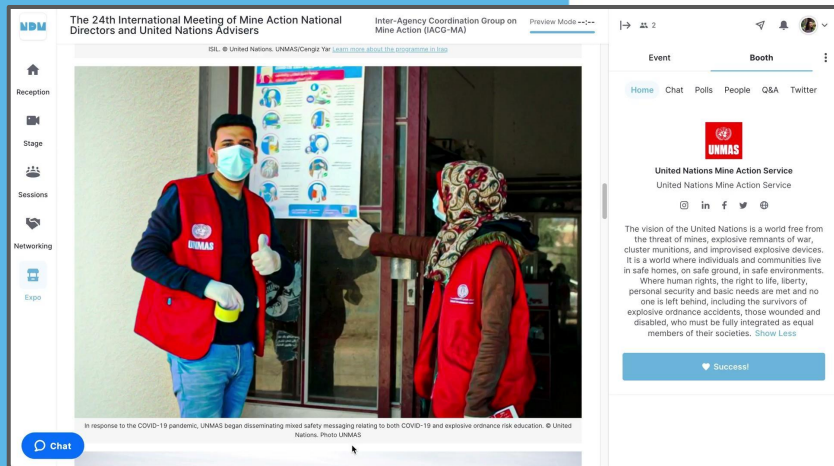
<https://hopin.com/events/the-24th-international-meeting-of-mine-action-national-directors-and-united-nations-advisers>

# Visit the Expo

Click the link to 'expo' on the lower left-hand corner of the screen.

The expo is a place allowing organizations to showcase their videos, photos, documents, and other work. See video to the left for a demonstration.

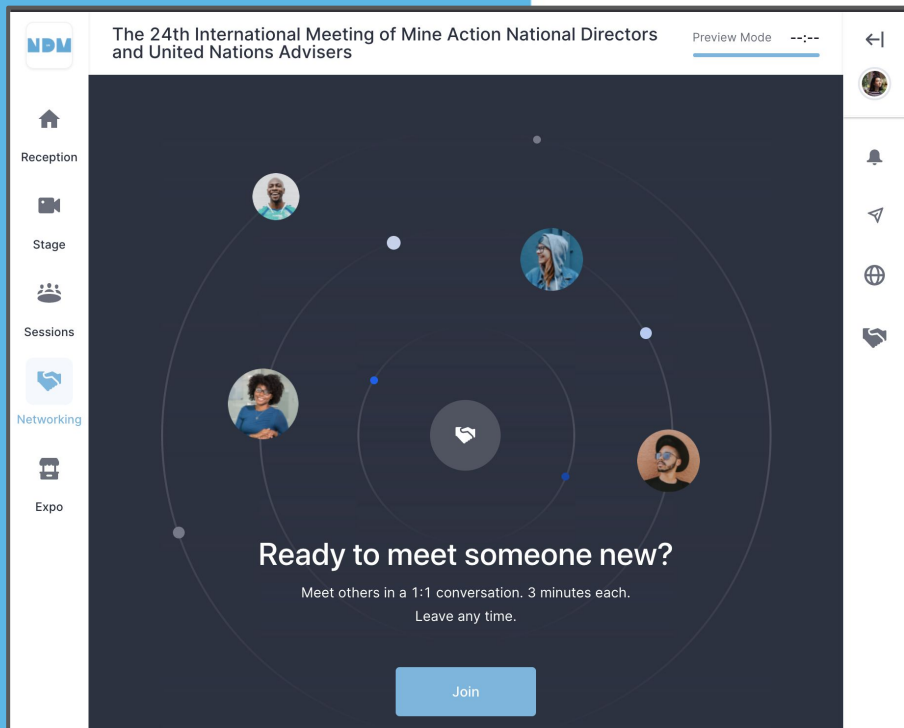
If you are interested in running a booth at the expo, please contact [kayla.kim@un.org](mailto:kayla.kim@un.org) cc [yue.han@un.org](mailto:yue.han@un.org).



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# Randomized Networking



1. Click 'networking' on the left-hand side of the screen.
2. Click 'join' and opt to share your video and audio.
3. You will be paired for three minute with another random participant of the NDM-UN.
4. You can extend this time, if you like, for as long as you need.

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## Additional Information

If you have any questions or need assistance using Hopin, please contact [unmasgeneva@un.org](mailto:unmasgeneva@un.org) and we will respond to your query as soon as possible.

Mark your calendars for May 25-27, and we look forward to seeing you for NDM-UN24.

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