

**LONDON GLOBAL CANCER WEEK
COMMONWEALTH COLLECTIVE ACTION ON CANCER PREVENTION -
CERVICAL CANCER LESSONS AND OPPORTUNITIES**

VIDEOCONFERENCE, THURSDAY 19 NOVEMBER 2020

**NOTE ON ADMINISTRATIVE ARRANGEMENTS
AND VIDEOCONFERENCE JOINING GUIDE**

Commonwealth Secretariat
Marlborough House
London SW1Y 5HX
United Kingdom

19 November 2020

1. DATES AND VENUES

The meeting on the Commonwealth Collective Action on Cancer Prevention - Cervical Cancer lessons and opportunities will be held via videoconference on **Thursday, 19 November 2020**. There will be two events on this day.

Event 1: 10:00HRS - 12:00HRS (GMT)

This event will focus on the policy response towards Commonwealth Collective Action on Cancer prevention; cervical cancer lessons and opportunities (i.e. Policy and Research - best practice and challenges across the Commonwealth for Cancer Prevention). Further information can be found in the concept note.

The Commonwealth Secretariat will facilitate this meeting using 'BlueJeans Events' videoconference technology. To register for this session, please see Point 4 - Registration.

Event 2: 14:00HRS - 16:00HRS (GMT)

The event will focus on advocacy towards Commonwealth Collective Action on Cancer prevention - cervical cancer lessons and opportunities (i.e. sharing frontline experiences of patients, survivors and champions of cancer across the world for coordinated action). Further information can be found in the concept note.

The Commonwealth Secretariat will facilitate this meeting using 'GoToWebinar' videoconference technology. To register for this session, please see Point 4 - Registration.

2. MEETING ARRANGEMENTS

Conference Secretary:

Layne Robinson
Head of Social Policy Development
Economic, Youth & Sustainable Development Directorate
Email: l.robinson@commonwealth.int

Meeting Coordinator:

Mrs Susan Matiya
Email: s.matiya@commonwealth.int

3. AGENDA AND DOCUMENTS

The meeting on the Commonwealth Collective Action on Cancer Prevention - Cervical Cancer lessons on Thursday, 19 November 2020 is part of London Global Cancer Week, which will take place 15 - 20 November 2020.

The Concept Note and a provisional Agenda is being circulated together with the invitation letter. If there are any additional documents, these will be shared in due course before the date of the meeting.

4. REGISTRATION

Event 1: 10:00HRS - 12:00HRS (GMT)

This session will be hosted using BlueJeans Events technology. To register, please follow this link: <https://primetime.bluejeans.com/a2m/register/xttdfkxu>

Event 2: 14:00HRS - 16:00HRS (GMT)

This session will be hosted using GoToWebinar technology. To register, please follow this link:

<https://attendee.gotowebinar.com/register/7524511533504578319>

This invitation should not be forwarded to anyone outside your delegation. Upon registering, each participant will be sent (via email) a unique link for joining the meeting. This will be an individual link, which cannot be shared with another participant.

Registration for these sessions should be completed no later than **Monday, 16 November 2020.**

Commonwealth Secretariat IT Support Specialists will be on standby. For all IT related queries, please contact:

Junaid Malik: +44 7776 992 586

5. DATA PROTECTION

The Commonwealth Secretariat complies with Data Protection Legislation (Data Protection 2018 and the General Data Protection Legislation (GDPR)).

All personal data collected as part of registration will not be shared and will be destroyed within 14 days of the meeting. No personal data will be shared with any third party.

By registering, the delegation is consenting to having their names, designations and organisations shared in the official Delegates List. Please contact the Conference Officer if this is not acceptable. The meeting will be recorded to create an Official Record of proceedings.

6. MEETING PROTOCOLS

Delegates are requested to switch their mobile phones off or to 'silent' mode before joining the videoconference.

Delegates are asked to mute themselves, and turn off their cameras, when not speaking.

You may be muted by the event organisers if needed, to ensure smooth running of the meeting.

7. INTERVENTIONS

Delegates wishing to pose a question are invited to indicate their request using the chat box function.

ANNEX: USER GUIDE FOR 'BLUEJEANS EVENTS'

1. Select the BlueJeans Events Registration link (see Point 4 of the Note on Administrative Arrangements).

Upon submission of the registration form, you will receive a unique link sent to the email provided.

2. Click on the unique link received in your inbox/calendar.

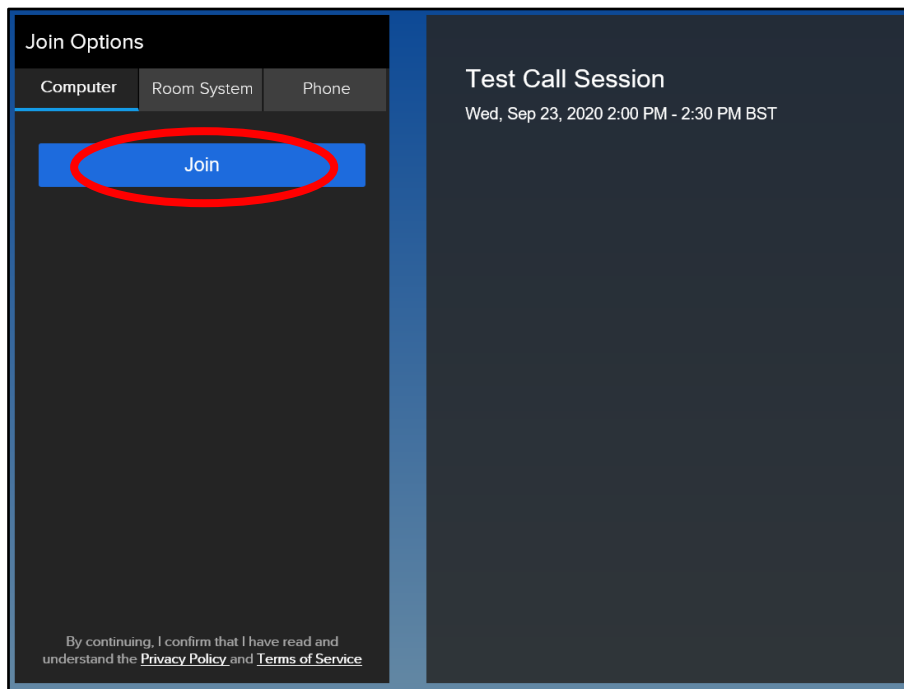
For Presenters, the invitation will look as follows:

15	
16	
<p>Test Call Session 20 September, Wednesday @ 02:00 PM BST JOIN as PRESENTER (If the join button above doesn't work, please click on the link below, or copy and paste it into your browser) https://primetime.bluejeans.com/a2m/live-event/cyskbsvg</p> <p>Alternate join options :</p>	

For other attendees, the invitation will look as follows:

15	
16	
<p>Your registration for the following event is approved</p> <p>Test Call Session 20 September, Wednesday @ 02:00 PM BST Join Event (This join link is unique to you only, please do not share with anyone.)</p> <p>Alternate join options :</p>	

3. Please follow the prompt of 'Join' or 'Join with app' to join the event:



For those joining using a mobile phone, we strongly recommend downloading the 'BlueJeans' app.

4. During the meeting, delegates can access 'BlueJeans Events' functionality - such as the Chat function - from the side bar of the screen.

