



UCLG Retreat and Campus 2022

Information note for online participants

In the last months, we have already started to implement a hybrid format to our meetings. After opening the windows of the Global Home during our Retreat and World Council last year, we want this **hybrid Retreat and Campus** to follow these trends and to make all our online participants feel at home!

This is why we would like to share with you some indications to consider before the meetings.

First things first: **all the plenaries will be broadcasted via the Zoom platform**, so that all our membership can participate.

These plenaries will also count on simultaneous **interpretation** in English, French and Spanish.¹

[Register to the sessions of the Retreat](#)

Each participant is invited to **register by 10 February via [this link](#)**.

[Programme & access to UCLGMeets](#)

As was the case in our Annual Retreat and statutory meetings, the UCLGMeets platform has now truly become the virtual go-to space where our community can gather.

You can find here the **[detailed programme](#)**, which will lead you directly to the UCLG Retreat and Campus space on the platform. There is no need to create a specific account to access the programme of the Retreat.

The platform will be the main one-stop space during the whole event: you will be able to check the interactive programme and find all resources, links and materials that will be useful during the week.

You will also find session's descriptions and additional materials, and, as we approach the meetings, the links to connect to the Zoom sessions.

On UCLGMeets, you will also find the **UCLG TV** that will show interesting videos and materials, linked to the main topics every day.

Additional resources on the different topics will also be shared on the platform, to help you contextualize the background of the different sessions.

¹ Additional languages are considered for some of the plenaries and will be indicated directly under the corresponding sessions on UCLGMeets.



21-25 FEB 2022
#UCLGMEETS

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[Guideline for the virtual sessions of the Retreat](#)

From 21 to 25 February, most of the sessions in the framework of our Retreat and Campus will take place via Zoom.

In order to achieve the best quality for our Retreat meetings in technical and visual terms, we would like to share with you a few tips to consider when connecting for the meetings:

1. Position yourself so that you are centered in the frame. Position your camera at eye-level, so that you are looking straight.
2. Leave the same space on each of your side, as well as the top and bottom of your window.
3. Place your camera about 60-70 cm away from your face. A good measure may be your arm fully extended to the camera.
4. Make sure you are in a bright and quiet environment with a soft but direct light source.
5. Following the formal dimension of the event, try to place yourself in a dark background (black, grey, dark blue...)
6. We kindly ask that participants who take the floor take into consideration the importance of clear audio, it is a great help to the other participants as well as the interpretation teams.

We look forward to your participation. Building on the experience of our last World Council, we hope you will enjoy this hybrid experience and we will make sure this 2022 Retreat is a resounding success for all!

Do not hesitate to contact the World Secretariat, should you have any questions or suggestions.

See you during the Retreat!