Welcome to the SAICM/UCT CoP!

All discussions will be held in Cisco WebEx. After joining the CoP via the SAICM knowledge management website, you will begin to receive communications from the University of Cape Town team regarding the CoP/s you have signed up for.

Before each discussion you will receive an email from UCT with a WebEx link to REGISTER for the next upcoming discussion. Once you have registered for the discussion you will receive an email with a calendar invite containing a link to the discussion, the meeting ID and passcode. Accept the calendar invite to make sure the discussion is in your calendar. On the day of the discussion click the link that says, “Join Now”, or simply click the link in the calendar invite and you should be taken into the discussion.

NOTE:
➢ If you are having trouble registering, please check the browser you are using.
➢ Make sure your browser is not blocking the registration window from popping up when you click on the registration link.
➢ If you are having issues, please switch to a different browser (i.e. if you are using Google Chrome and you are unable to register, please try Firefox or Internet Browser).

If you have not received an email with the link, make sure you are signed up for a Community of Practice or send an email to: uctcops@outlook.com

BELOW ARE THE VISUAL STEPS FOR HOW TO JOIN THE WEBEX MEETING:

Below is an example of the CiP CoP email you may receive for an upcoming discussion – all CoP emails will follow the same format and structure.

STEP 1. Click on the WebEx link in the email under “LINK FOR REGISTRATION” (circled in red).
This activity is supported by the Global Environment Facility (GEF) project ID: 9771 on Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM).

STEP 2. You will be redirected to a registration page. Fill in the required details and click “Register”.

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STEP 3. Once you have clicked “Register”, you will receive a message like the one below

If you see the above screen, click “OK”

STEP 4: You will now receive an email in the inbox of the email address you registered with that will contain a calendar invite to the discussion, a link to the discussion, the meeting ID and the passcode of the meeting (as seen in the screenshot below). If you are using Outlook, RSVP “Yes” on the calendar invite to put it into your calendar. If you are using Gmail, download the “.cal” attachment in the email and click “Accept” on the meeting invite that comes up in the email to add it to your calendar.

For Outlook:
This activity is supported by the Global Environment Facility (GEF) project ID: 9771 on Global Best Practices on Emerging Chemical Policy Issues of Concern under the Strategic Approach to International Chemicals Management (SAICM).
STEP FIVE:

On the day of the discussion, click on the “Join meeting” button, or the meeting link, and enter in the meeting number and password to join the discussion!
STEP SIX: Once you are in the discussion, please introduce yourself in the chat (provide your name, organisation and country you are from)! The chat can be found next to the participants button, which should be at the bottom right of the screen.

NOTE: Please keep your microphone muted and your video off. Only the presenters and facilitator will use their microphones and videos for majority of the discussion.

Still struggling to access the discussion or the chat section, have a look at the below troubleshooting steps to see if it helps:

**TROUBLESHOOTING STEPS:**

1. If you are not getting the “Registration” page once you have clicked on the link, please make sure the browser you are using is not blocking the pop-up. You can check this by looking at your browser settings OR try joining the discussion using a different browser (i.e. If you are using Google Chrome and you cannot register for the discussion, try using FireFox instead).
2. If you have not received a confirmation email of your registration with a link, please email uctcops@outlook.com
3. If you join the meeting and you are unable to connect to audio or video and are not able to hear anything in the meeting, leave the meeting and rejoin the meeting in a different browser (i.e. If you are using Google Chrome and cannot connect to audio or hear anything, try rejoining using FireFox).