



**ELEVENTH INTER-AMERICAN MEETING
OF MINISTERS OF EDUCATION**

INFORMATIVE BULLETIN

1. Venue:

The Eleventh Inter-American Meeting of Ministers of Education will be held virtually on **Thursday November 10 and Friday November 11, 2022, from 10:00 am to 5:30 pm (EST)** through the KUDO videoconferencing platform.

2. Coordination:

Technical Secretariat

Coordination:

Jesus Schucry Giacoman Zapata
Director
Organization of American States
Email: jgiacoman@oas.org

Logistic Coordination:

Rodrigo Idrovo
Conference Specialist
Department of Conferences and Meeting Management
Organization of American States
Email: ridrovo@oas.org

3. Accreditation:

The delegations of the OAS member states must send, **through their Permanent Mission to the OAS**, their accreditation letters electronically to the following email address, no later than **November 4**

Organization of American States

Department of Human Development, Education and Employment
Email: education@oas.org

4. Registration of participants:

In addition to the respective letters of accreditation, delegates must also register by filling out the registration form (See APPENDIX I) and send it no later than **November 4**, to the Department of Human Development, Education and Employment: education@oas.org

When registering, it is necessary for each person to include an email in which they will receive confirmation of their registration.

5. Access to the virtual meeting:

Every day of the meeting the virtual room will be enabled at **9:00 a.m.** (Washington, D.C. local time, United States of America). It is especially important to connect to the virtual platform at least 30 minutes before the start of the Meeting to ensure that there are no technical malfunctions and to have the necessary quorum.

When entering, the virtual platform will require to include the name of the participant in the Meeting, please do so in the following format: "Country - Name". Example: "Argentina - José Beni" and using the e-mail address provided in the registration form. It is important to consider that access will not be allowed to delegates' who have not been duly accredited in accordance with point 3 of this Bulletin.

6. Interventions and floor requests

Interventions and floor requests during the meeting should be submitted using the Request to Speak option in KUDO.

7. KUDO Connection Links to access the Eleventh Inter-American Meeting of Ministers of Education:

Day	Time	To join as Participant	To join as viewer
Thursday, 10 Nov 2022	10:00AM - 1:00PM	https://live.kudoway.com/ad/220112232926 Meeting ID: 220112232926	https://live.kudoway.com/r/110116811189 Meeting ID: 110116811189
	2:30PM - 4:30PM	https://live.kudoway.com/ad/22011492488 Meeting ID: 22011492488	https://live.kudoway.com/r/110116073282 Meeting ID: 110116073282
Friday, 11 Nov 2022	10:00AM– 1:00PM	https://live.kudoway.com/ad/220112564599 Meeting ID: 220112564599	https://live.kudoway.com/r/110118902987 Meeting ID: 110118902987

It is particularly important to note that the Eleventh Inter-American Meeting of Ministers of Education is exclusively for accredited delegations. For this reason, we kindly ask you not to share the link, since access will only be allowed to officials accredited via their Permanent Mission as part of their delegation.

Test session:

On **November 8th at 11:00AM (Washington, D.C. time)**, a test session of the KUDO platform has been scheduled for delegates to become acquainted with it, do test video, audio and interpretation channels test, as well as resolve any logistical questions that may arise.

Link for the Test Session

Tuesday, 08 Nov 2022 11:00AM – 12:00PM

To join as Participant:

<https://live.kudoway.com/ad/220113998183>

Meeting ID: 220113998183

Languages and working documents:

The Eleventh Inter-American Meeting of Ministers of Education will be conducted in the four official languages of the Organization (Spanish, English, French and Portuguese) for which simultaneous interpretation will be available.

8. Connectivity and Recommendations:

Please consider the following recommendations to facilitate access to the platform:

- Connect via the KUDO application (app), preferably from a desktop computer or a laptop and using the browser Google Chrome.
- If you have a VPN, you should disconnect from it.
- If you wish to connect via a mobile device, it is necessary that you download the KUDO application (app) and keep your device charged.
- Wear a headset during the meeting as it greatly improves sound and voice quality by isolating outside noise.

9. Additional Information

For more information, please contact Cecilia Martins, Education Specialist of the Department of Human Development, Education and Employment as CIE's Technical Secretariat, at e-mail: cmartins@oas.org and copy to education@oas.org



APPENDIX I

REGISTRATION FORM

ELEVENTH INTER-AMERICAN MEETING OF MINISTERS OF EDUCATION

PERSONAL INFORMATION	
Country	
Last Name	First Name
Cargo / Position	
Organization	
Office Telephone	Mobile Telephone
E-Mail	

OTHER RELEVANT INFORMATION

Please submit this form by no later than **November 4**. E-Mail: education@oas.org