



Issued by the KP Administrative Support Mechanism (KPS)

KIMBERLEY PROCESS

Intersessional Meeting 2026

INFORMATION NOTE FOR ALL DELEGATES

11 – 14 May 2026 | Jio World Convention Centre, Mumbai, India | Hybrid (Physical & Virtual)

Indian Standard Time (IST — UTC +5:30)

1. VENUE AND DATES

This document provides general information and participation guidelines for delegates attending the Kimberley Process (KP) Intersessional Meeting 2026, to be held from 1011–14 May 2026 at the at the Jio World Convention Centre, Mumbai, India. All KP Intersessional Meeting events will be held in Hybrid mode (Physical & Virtual via Zoom), in accordance with the published programme.

Event	KP Intersessional Meeting 2026
Dates	Monday, 11 May 2026 – Thursday, 14 May 2026
Host Country	India (KP Chair 2026)
Venue	Jio World Convention Centre, Mumbai, India
Mode	Hybrid — Physical & Virtual (Zoom)
Time Zone	Indian Standard Time (IST — UTC +5:30)

⚠ All event timings published in the programme are in Indian Standard Time (IST, UTC +5:30). Delegates are requested to convert accordingly.

The current programme of the event is accessible through the official KP portal. Delegates are encouraged to check the schedule regularly for any updates.

Schedule URL: <https://gjepec.org/kpcs/event-detail.php?id=1>

2. REGISTRATION

Only registered delegates are allowed to participate in the video conference. Delegates must be nominated by their respective KP Focal Points before proceeding to the individual registration stage.

2.1 Focal Point Nominations

Focal Points will be invited to nominate their delegations (including themselves) by the Administrative Support Mechanism (KPS). Nominations must be submitted to the KPS no later than:

Focal Point Nomination Deadline: 10 May 2026

2.2 Individual Online Registration

Following Focal Point nomination, individual delegates will be invited via email to complete their personal registration. The registration must be completed by:

Individual Registration Deadline: 10 May 2026

⚠ Only registered delegates are permitted to participate in any KP Intersessional Meeting session. Unregistered participants will not be granted access.

2.3 Virtual Participation — Zoom Credentials

Delegates who have opted for virtual participation will receive their personalised Zoom links and credentials by:

Zoom credentials to be shared by: 7 May 2026

3. SCHEDULE ACCESS

The official programme is published on the KP India 2026 event portal. Delegates may access the schedule at:

<https://gjepec.org/kpcs/event-detail.php?id=1>

Updates to the programme will be published on the above portal. Delegates are advised to check regularly. Session-specific Zoom links will be distributed separately prior to each session.

4. PARTICIPATION GUIDELINES (VIRTUAL — ZOOM)

All virtual sessions will be conducted via Zoom in accordance with the published schedule. Participants may use the “Raise Hand” feature to request to speak, and questions may be submitted through the Chat function. Session recordings will be made available post-event. Select sessions will have simultaneous interpretation available.

4.1 Preparation Prior to the Conference

Participants are advised to complete the following technical preparations in advance of the meeting:

- Download and install the Zoom application on your preferred device (computer strongly recommended over smartphone).
- Register on the Zoom platform by visiting zoom.us and completing a test session to verify connectivity.
- Ensure your internet connection is wired (not Wi-Fi) with a minimum upload/download speed of 20 Mbps. Speed can be tested at speedtest.net.
- Test your microphone and camera. Ensure sound is clear, free from interference, and your video image is well-lit with a plain, monochrome background. Avoid light sources, windows, or mirrors behind you.
- If using a congress system installed in a meeting room, ensure the linear audio signal is correctly routed into your computer's sound card and that Zoom recognizes the correct audio input source.

4.2 Before Each Session Begins

Prior to joining each session, delegates should:

- Naming Format: Identify themselves in the Zoom display name following this format:
 <Participant / Observer> / <Delegate Surname>
 Examples: "INDIA / Rajesh Kumar" | "WDC / Elodie Daguzan"
- Ensure your Zoom application is updated to the latest version before joining.
- Test your microphone and camera once more immediately before joining.

4.3 During Sessions

All delegates participating virtually must adhere to the following conference etiquette:

- Keep your video camera turned on throughout the session where possible. If internet bandwidth degrades, you may switch off the camera to conserve bandwidth.
- Keep your microphone muted at all times unless you are speaking. Unmute only when the floor is granted by the Moderator.
- Use headphones to avoid echo and audio feedback.
- Remain in a quiet environment throughout the session, free from background noise and distraction.
- To request the floor, use the "Raise Hand" function located in the participant controls. The Moderator will acknowledge and grant the floor as appropriate.

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- To ask a question in writing, use the Zoom "Chat" function. You may send messages to all participants or to a specific delegate using the "To:" dropdown.
 - To view a presenter's shared screen or presentation in full screen, double-click on their Zoom video window. Remember to un-pin after the presentation ends.

4.4 Language Selection (Simultaneous Interpretation)

Simultaneous interpretation will be available for select sessions. To select your preferred interpretation language in Zoom:

- Click on the "Globe" (interpretation) icon in the Zoom meeting controls.
- Select your preferred language from the list of available options.
- The list of sessions with interpretation and available languages will be communicated in advance by the KPS.

Recordings of sessions will be made available to delegates after the event through the Administrative Support Mechanism.

5. PHYSICAL PARTICIPATION

Delegates attending in person at the Jio World Convention Centre, Mumbai, India are requested to carry their official delegate credentials and a valid photo identification at all times within the venue premises. Detailed venue access, protocol, and health & safety guidelines will be communicated separately by the KP India Chair office.

Physical delegates who also wish to monitor proceedings remotely on certain days are encouraged to register their virtual participation credentials as well.

6. CONTACT INFORMATION

For all queries relating to registration, accreditation, programme, or general logistics, delegates are requested to contact the KP Administrative Support Mechanism (KPS) and the KP India Chair office:

Registration / Accreditation	kpindia@gjepcindia.com
KP India Chair Office	kp.chair2026@gov.in
Technical Support (Zoom)	itsupport@gjepcindia.com

WhatsApp Contact for Technical Support	+91-75060 14848 <i>(Only for Technical Support during the 11th May to 14th May 2026)</i>
Schedule / Programme	https://gjepec.org/kpcs/event-detail.php?id=1

⚠ Delegates are encouraged to save the contact details above and reach out well in advance of the meeting if they experience any technical or registration difficulties.

— :End of Information Note:—

Kimberley Process Intersessional Meeting 2026 | India Chair | Issued by the KPS