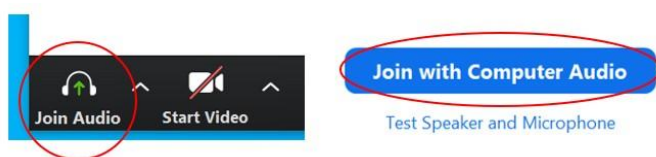




Introduction to Zoom Meeting

A. Technical guidelines for participants

- Participants are encouraged to use stable connection to the Internet.
- To avoid any Internet interruption during the virtual meeting, it is recommended to make necessary arrangement for secondary Internet connection.
- It is recommended to join the meeting **using computer audio**



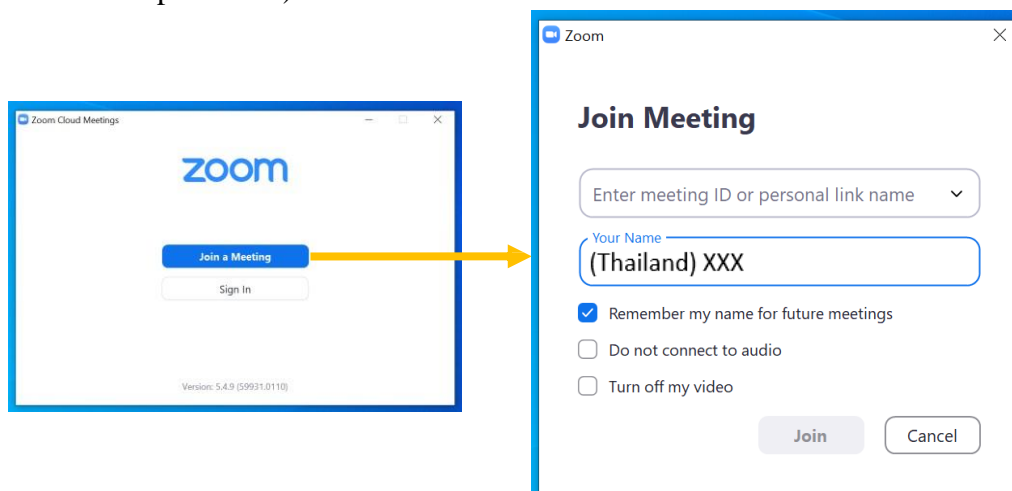
- Participants are encouraged to use **headsets** (and not the microphone and speaker of their computer).
- Remote participants should speak from a **quiet place without background noise**. They should speak slowly and clearly to allow the other participants to compensate for any audio problem.
- All participants are advised to download and install Zoom application in your personal computer for better meeting interface and audio-video. All participants are also advised to download and install any update to Zoom application. To update Zoom application, log-in to Zoom application and click on your user icon on the top right. From the drop-down menu click 'Check for Updates. ' If new updates are available, a message will appear that says 'Update Available'. Click on 'Update' to install.
- An alternative way to update the Zoom application is to download directly from the following link: <https://zoom.us/client/latest/ZoomInstaller.exe>. Once the file is downloaded, open the file to install.

B. Time to join the meeting

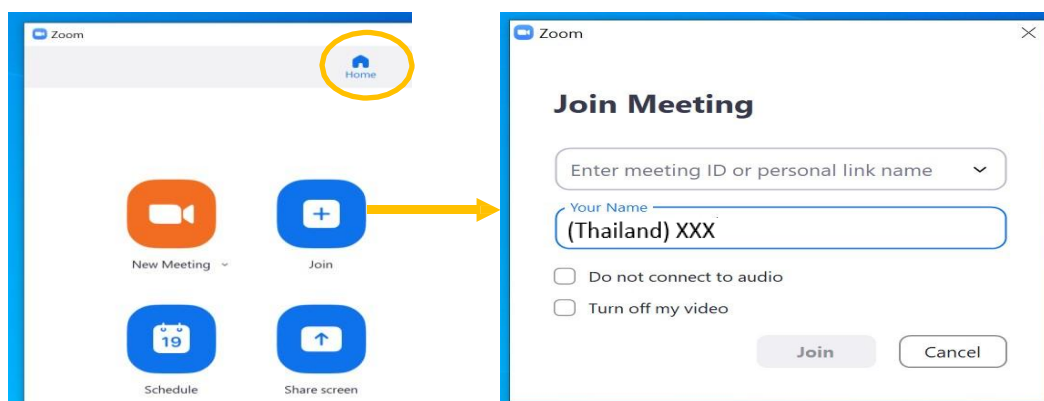
- Participants are encouraged to log in **30 minutes** before starting of the meeting to get clearance of the attendance of the meeting as well as to test the quality of connection, especially audio and video. (*Note: Please provide your name according to Section D below.*)
- After log-in, all participants will be directed to a waiting room before accepting to join the meeting. Only duly registered participants will be accepted to the meeting.
- The name of the participants should be the same as that registered for the meeting in order for APT Secretariat to validate the registration.

C. Setting of participant's name

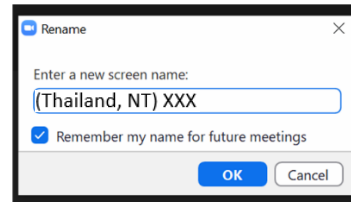
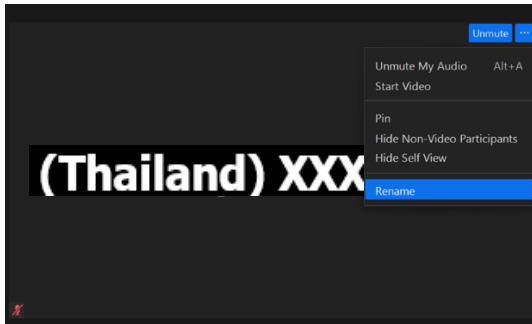
- To facilitate recognition of the participant's name and the member types during a virtual meeting, the following formats should be used:
 - (i) For a **delegate who represents APT Member or Associate Member**:
 - (Country Name) [space] Name of the Participant, such as **(Thailand) XXX**
 - (ii) For a **delegate who represents APT Affiliate Member**:
 - (Country Name, Name of the Organization in abbreviated format) [space] Name of the Participant, such as **(Thailand, NT) XXX**
- It is recommended to **download Zoom application**, then **Open Zoom application** and **type in meeting ID** which will provide a field to **set the name in a requested format**.
 - Meeting ID/PWD will be provided to whom registered to the meeting.
 - Once you open the Zoom application, in case you have not signed in, click “Join a Meeting”, then enter the meeting ID and set your name as indicated above (as shown in the example below).



- In case you have already signed in the Zoom application, from the home tab, click “Join”, then enter the meeting ID and set your name as indicated above (as shown in the example below).

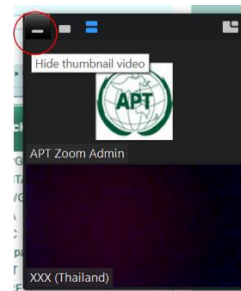
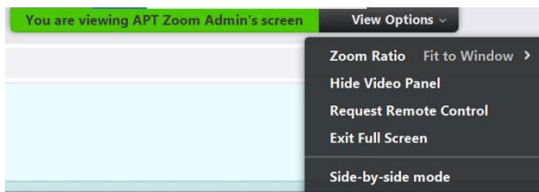


- Once you are accepted into the meeting, you can rename by right click on your video, or click on (...) in the right top of your video, and select “Rename”



D. Screen setting of APT Zoom meeting

- The Zoom will initially show the participant’s name or video when a participant joins a virtual meeting.
- Once the APT Secretariat starts sharing the document by screen sharing all participants can see the document and participants side by side. To see the full view of the document, select View Option (located at the top of the screen) > (uncheck) side-by-side mode as shown in picture (left) below.



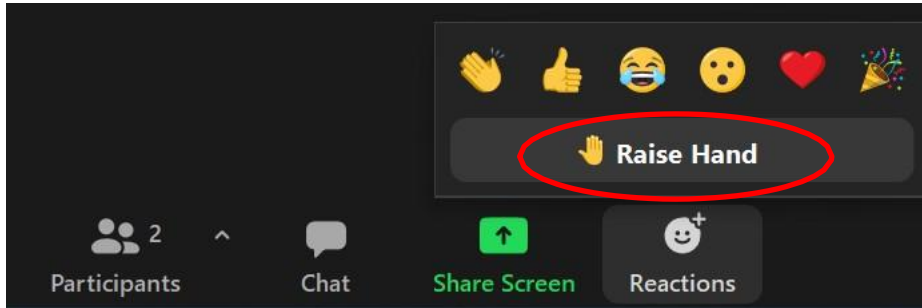
- The participant’s name or video can also be minimized to get the full view of the document by selecting “Hide thumbnail video” as shown in picture (right) above.
- The delegates can choose the viewing of the document according to their preferences.

E. Initial setting of audio and video

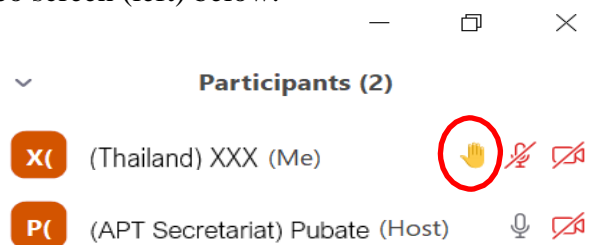
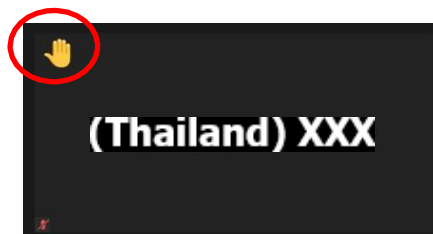
- At the start of the meeting, all participants will be muted (microphone off) and video off. **Host will unmute (as well as video) when a participant is invited to speak. Please turn on your video while taking the floor.** Thus, before joining the meeting, please ensure the quality of audio and video in advance.
- Local landline numbers are available for Australia, Japan, Republic of Korea, Malaysia, and Singapore, in case the Chairman agrees to use this.

F. Requesting floor and concluding intervention.

- Any participant who wants to make an intervention should click “Reactions” (at the bottom of the Zoom application screen) and select “Raise hand” as shown in picture below:



- When “Raise Hand” is clicked, an icon of yellow hand is shown beside their name as in picture (right) or in the top left of their video screen (left) below.




- Note:** In case you are using an old version of the Zoom application, the raise hand function can be found at the bottom of the “Participants” tab and the icon of blue hand is shown besides the name as in the picture below:



- After a participant finishes making the intervention, it should be concluded by “Chairman with this I conclude my intervention. Thank you, Chairman.”
- Then the APT Secretariat will “Lower Hand” after the intervention is concluded by the participant.

G. Chat window

- Chat dialogue box can be opened by clicking  at the bottom of the screen.
- Chat function shall be used only to provide suggested text (if any) as requested by Chairman.
- All intervention should be made by “Raise Hand” during a meeting.
- Chat messages will not be considered as official communication during the meeting
- Chat messages log will be saved by APT Secretariat for internal reference purposes only.

H. Recording a virtual meeting

- APT Secretariat will record the complete session of the virtual meeting. The record will only be used for internal purposes of APT Secretariat to prepare a summary record of the virtual meeting. In case of any concern you may have for the recording, please contact APT Secretariat.

I. Guidelines for Remote Participation to the APT Meetings

- The 44th Session of the Management Committee of the APT (MC-44) approved the Guidelines for Remote Participation to the APT Meetings (*Guideline 18, MC-44, Bangkok, 2020*) which set out general procedures on the organization and handling of meeting under APT Work Programme. The document could be found under the following link https://www.apr.int/sites/default/files/Upload-files/GA-MC-DOCS/2020-GA15-MC44/Guidelines_for_Remote_Participation-2020_0.pdf

J. References

- Zoom website provides a series of video tutorials, it is recommended to take a look before joining the meeting.
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.97340255.1504422176.1585536999-1975072553.1584413308