



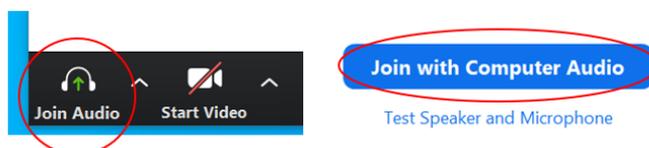
Introduction to APT Zoom Meeting

A. Registration to the meeting

- Participant can register online at <https://www.appt.int/content/online-registration> with the log-in provided to APT members.
- Non-APT member may register with specific log-in and subject to approval by the Secretary General of the APT in consultation with the respective APT Member Administration(s) as appropriate.
- In case APT Secretariat requires a confirmation on the registration from APT focal point, the focal point will be requested to verify the nomination.
- Once registration is accepted, APT Secretariat will inform the Zoom meeting link, password and other relevant information directly to the registered participant.
- ONLY registered participants are entitled to join the Zoom meeting.
- (NOTE) In case any participant is joining the Zoom meeting with other registered participant(s) through shared laptop or screen, the participant should inform the APT Secretariat by Zoom chat message or an email to: apzoom@apt.int to indicate who else is joining with the participant.

B. Technical guidelines for participants

- Participants are encouraged to connect the Internet by using **LAN cable** rather than Wi-Fi for the stable connection to the Internet, in case it is feasible.
- To avoid any Internet interruption during the virtual meeting, it is recommended to make necessary arrangement for secondary Internet connection, such as mobile hotspot, in case the primary internet connection does not work properly.
- It is recommended to join the meeting **using computer audio**



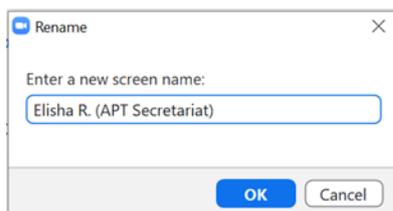
- Participants are encouraged to use **headsets** (and not the microphone and speaker of their machine).
- Remote participants should speak from a **quiet place without background noise**. They should speak slowly and clearly to allow the other participants to compensate for any audio problem.
- All 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.

C. 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.

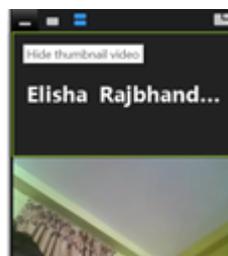
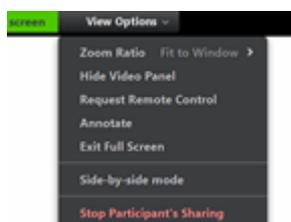
D. Setting of participant's name

- 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**:
 - Name of the Participant [space] (Country Name), such as **XXX (Thailand)**
 - (ii) For a delegate who represents **APT Affiliate Member**:
 - Name of the Participant [space] (Name of the Organization in abbreviated format, Country Name), such as **XXX (TOT, Thailand)**
- Right click on your video, or click on (...) in the right top of your video, and select "Rename"



E. 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 > (uncheck) side-by-side mode as shown in picture (left) below.



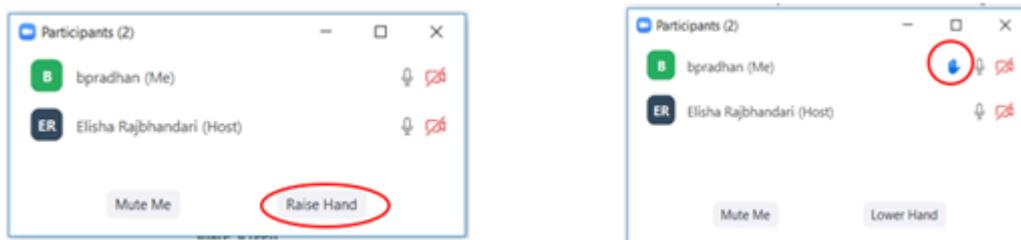
- The participant's name or video can also be minimized to get the full view of the document by selecting "Hide thumbnail video" as shown in picture (right) above.
- The delegates can choose the viewing of the document according to their preferences.

F. 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.

G. Requesting floor and concluding intervention.

- Any participant wants to make an intervention should select "Raise hand" from "Participants" as shown in picture (left) below



- When "Raise Hand" is clicked an icon of hand is shown beside their name as shown in picture (right) above.
- 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.

H. 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.

I. 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.

J. Guidelines of APT virtual meeting

- Please note that APT Secretariat is drafting Guidelines of the APT Virtual meeting to get approval of the upcoming Session of Management Committee.

K. 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
