



## Information Note

**Meeting Schedule:** 9 December 2021, 1:00–3:20 p.m. Vientiane time (GMS+7)

**Meeting Platform:** [zoom](#)

### I. PRIOR TO THE MEETING

**Registration.** Participants are required to register online at the [GMS Program website](#) by **7 December, 11:59 p.m. Vientiane time (GMT+7)**.

**Meeting Link.** Those who have registered will receive the Zoom meeting link in their registered e-mail addresses by close of registration on 7 December 2021. **Prior registration is required** for participants to be identified when connecting to the meeting via the link. **Unregistered attendees (even those who have a meeting link) may be denied access or disconnected from the meeting.**

**Zoom Account Profile and/or Zoom Display Name.** For easy identification and admission into the Zoom meeting, participants must ensure that they have renamed their [Zoom account profile](#) to match the name in their registration. If participants are unable to update their Zoom profile, they must [change their display name](#) once they are granted access to the Zoom meeting.

Participants who are joining as a group via a video conference (VC) system may be unable to change their Zoom account profile. In this case, it is critical to update the Zoom display name of the group to the **country name + name of the delegation's head of delegation (HOD)** or the **country name + ministry/organization name** for GMS countries, and **organization name** for development partners. This will help the moderator to properly identify and acknowledge a speaker during oral interventions.

**Guidelines for Speakers.** For those joining the meeting as a group and will be using a VC system, please ensure that the set-up includes: (i) a pan tilt zoom (PTZ) camera,<sup>1</sup> (ii) one microphone for each designated speaker, and (iii) two laptops. The first laptop will be used to connect to the meeting. The second laptop (which should have a support operator) is needed for Zoom's raise hand function, which allows speakers to notify the moderator of their desire to intervene during open discussions.<sup>2</sup>

If a speaker is not using a VC system to join the meeting, he or she must connect using a laptop or desktop computer with built-in or external camera. Smartphones and iPads must not be used. To ensure the best audio quality, use headphones or a headset with a built-in microphone. Bluetooth headsets and Apple AirPods should be avoided.

Speakers must provide the GMS Secretariat with a photo and phone number to be used in troubleshooting video and/or internet connection issues. In the event that a speaker's video connection fails, the photo will be displayed on the screen. In the event of an internet outage, the

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<sup>1</sup> PTZ camera supports remote control of direction (panning and tilting) and zooming (increasing and decreasing).

<sup>2</sup> SIP connected VC systems do not have option for the raise hand function which means the speaker or group will not be able to make oral interventions during the meeting (apart from their pre-arranged speaking part in the program) if there is no second laptop.



# DEVELOPMENT PARTNERS' MEETING

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GMS Secretariat will call the phone number provided so that a speaker can join the meeting by phone. Alternatively, the speaker can dial in to the meeting.

**Log in. The meeting link will be active an hour before the meeting time.** Participants are encouraged to log in to the meeting at least 30 minutes in advance to establish connection early and avoid delays.

Connections to a network via a LAN cable and an internet bandwidth of at least 10MB/s (25 MB/s is preferred) are recommended for the best connected experience.

Please use the [latest version of Zoom application](#) for better performance and useability.

See [meeting guidelines](#) and [best practices video](#) for more information.

## II. MEETING PROPER

Upon logging in, participants must ensure that their Zoom display name is correct.

Microphones must be always muted. HODs and participants, including speakers, must turn on their microphones only when called upon to speak by the moderator. When taking the floor for oral interventions, cameras must be turned on. HODs are requested to keep their cameras turned on at all times.

**Oral interventions.** During open discussions, participants may ask questions and make comments. They can do so by using Zoom's raise hand feature.

Speakers are requested to keep within their time allotment in the meeting agenda.

**Dropped connection.** If a connection fails during the meeting, participants are advised to simply reconnect to the original link provided by the GMS Secretariat. Technicians will monitor the connection and, if necessary, allow re-entry to the meeting.

Visit the [GMS Program website](#) for up-to-date information (including available documents) on the meeting.

For queries, contact GMS Secretariat (e-mail: [gms-secretariat@greatermekong.org](mailto:gms-secretariat@greatermekong.org)).

