24th Meeting of the Subregional Transport Forum (STF-24)
(Via Web-based Conferencing)
Information Note
(as of 12 January 2021)

Meeting Schedule: 21 January 2021, 0830-1410 H Bangkok/Ha Noi/Phnom Penh/Vientiane time, 0800-1340 H Nay Pyi Taw time, 0930-1510 H Beijing/Manila time

Meeting Platform: ZOOM

Prior to the Meeting

Registration. All participants are required to register at the GMS website (www.greatermekong.org) or here by 18 January 2021, 5:00 p.m. (Manila time, GMT+8).

Meeting Link. Registered participants will receive the Zoom link to the meeting in their registered e-mail address. Prior registration is essential for participants to be identified when joining the meeting through the link. Unregistered participants (even with meeting link and pass code) may be denied access into the meeting.

Using Zoom and Zoom Account Profile and/or Zoom Display Name. Participants must ensure that they have named their **Zoom account profile** for easy identification and admission into the virtual meeting.[1] If participants are unable to rename their Zoom profile, please rename your **display name** once you are given access to the Zoom meeting.

Participants, who are joining as a group through a video conference (VC) system may not be able to change their Zoom account profile. In this case, it is important to ensure that the group's Zoom display name is revised to the name of the head of delegation (HOD). This enables the moderator to properly identify and acknowledge the HOD/speaker during oral interventions. See guide on how to join a Zoom meeting and change display name.

Equipment and Guidelines for Speakers. For groups that have speakers and are joining through a VC system, please ensure that the VC system includes a pan tilt zoom (PTZ) camera[2], one microphone for each designated speaker and two laptops. The first laptop will be used to connect to the meeting. The secondary laptop (that should have a support operator) is needed for the raise hand function in Zoom that allows speakers to inform the moderator of their desire to make an intervention during open discussions.[3]

If a speaker is not using a VC system to join the meeting, connection must be made from a laptop or desktop computer with built-in or external camera. Smartphones and iPads must not be used (except as a secondary screen by the Chair or Co-chair). Headphones or a headset with built-in microphone is preferred to ensure best audio quality. Bluetooth headsets or airPods must be

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[1] You can edit your profile and display name by logging into https://zoom.us/ and updating your account details. https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile

[2] PTZ camera supports remote control of direction (panning and tilting) and zooming (increasing and decreasing).

[3] SIP connected VC systems do not have option for the raise hand function which means the speaker/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 secondary laptop.

avoided. PowerPoint presentations are uploaded and controlled by a technician. The presenter should call for the slide to be advanced by saying "next slide please" for effective support from the technician.

For a best-connected experience, connections should be via LAN cable to a network and internet bandwidth of at least 10Mb/s (25 MB/s is preferred).

See meeting guidelines and best practices video[4] for more information.

Log in. The meeting link will open 1.5 hours before meeting time. Participants are encouraged to log in to the meeting at least 30 minutes in advance to establish connection early and avoid delays.

During the Meeting

Participants must ensure that their Zoom display name is identifiable as soon as joining the meeting.

As a general rule, microphones must be muted at all times. Participants, including speakers and presenters, turn on their microphones only when called on by the moderator to speak. Cameras must be turned on when taking the floor during presentations, speeches and oral interventions.

Oral interventions. Speaking rights are pre-assigned for each delegation or organization. Designated participants may ask questions and provide comments during open discussions. They can do this through the raise hand feature in Zoom. Please contact your respective GMS STF-24 focal or HODs for information on speaking rights assignments.

Presenters and speakers are requested to keep within their time allotment based on the meeting agenda. A timer will be shown on screen to help presenters and speakers pace their presentations or speeches.

Dropped connection. Should a connection fail during the meeting, participants are advised to simply reconnect to the original link provided by organizers. Technicians will be monitoring the connection and allow entry back to the meeting if necessary.

Visit the STF-24 webpage for up-to-date information on the meeting. Contact STF-24 Secretariat (e-mail: mabadeza@adb.org cc: mjavier@adb.org) for queries.

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[4]   Relevant for those connecting from homes/offices.