



## Information for Participants

### I. General

1. The 5<sup>th</sup> High-Level Brainstorming Dialogue on Enhancing Complementarities between the ASEAN Community Vision 2025 and the UN 2030 Agenda for Sustainable Development is scheduled to take place **on Wednesday, 31 March 2021, 13.00-15.30 hours (Bangkok time)** in a hybrid format. The Dialogue will be held both physically at the United Nations Conference Centre (UNCC) in Bangkok and virtually using Microsoft Teams.
2. The Opening Session, presided over by the Deputy Prime Minister and Minister of Foreign Affairs of the Kingdom of Thailand and the Executive Secretary of UN ESCAP, will take place at 13.00-13.30 hours (Bangkok time) in Conference Room 3, UNCC. This session will also be live streamed via UN ESCAP YouTube. The subsequent Closed Session will immediately follow and continue until 15.30 hours (Bangkok time).

### II. Registration

3. All participants and speakers are requested to register online **by 24 March 2021** at <http://bit.ly/2LBkH7m>



QR Code for Online Registration

4. To attend virtually, please indicate your profile name, which will appear on screen during the Dialogue, in the registration form.

Naming protocol: Country/Organisation-First Name Last Name

Example 1: Thailand-Peeradej Jirattananukul

Example 2: UNESCAP-Peeradej Jirattananukul

5. A calendar invite, containing a link to join the virtual meeting, will be sent to participant's email address as provided in the online registration form.

6. Due to room capacity and social distancing, participants who will attend the physical meeting are limited to 1+1 per delegation and also requested to submit their photo in advance to *aseanthailand\_scdiv@mfa.go.th* and *kohsuwan@un.org* by the deadline of the registration in order to facilitate the issuance of photo badges. They can collect their badges at the registration counter, located on the ground floor, UNCC, at 12:00 hours on the day of the event.

7. For identification and security reasons, participants who attend the physical meeting are requested to wear their meeting badges at all times in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit, located on the ground floor of the UNCC behind the registration counter, so that a new one can be issued immediately.

### **III. Joining the Video Conference**

8. Participants will be connected virtually via Microsoft Teams. A Technical Guide is attached for your information. A technical test run, to be attended by speakers (or their representatives), will be conducted prior to the Dialogue **on Monday, 29 March 2021 from 14.00 – 15.00 hours (Bangkok time)**. Further information will be communicated through email in due course.

9. Participants are kindly asked to sign in at 12.30 hours on 31 March 2021 (30 minutes before the Dialogue begins) to allow time for connectivity test and necessary technical arrangements. Participants are also requested to use the same profile name as indicated in the registration form (naming protocol as stated in the above paragraph 4).

10. Participants are requested to mute their microphones until invited to take the floor by the Co-Chairs. Speakers will be invited to deliver their presentations according to the agenda. Participants who wish to speak during the open floor can inform the secretariat via conversation/chat box in the

Microsoft Teams interface. While taking the floor, participants are asked to turn on their camera.

#### **IV. Meeting documents**

11. Documents to be circulated before or during the Dialogue should be sent to email **[aseanthailand\\_scdiv@mfa.mail.go.th](mailto:aseanthailand_scdiv@mfa.mail.go.th)** **by 25 March 2021**.

12. Speakers who attend the virtual meeting are requested to share and control their own presentations (including audio/video clips) from their own devices.

For further assistance, please kindly contact **[aseanthailand\\_scdiv@mfa.mail.go.th](mailto:aseanthailand_scdiv@mfa.mail.go.th)**.

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