

Regional Meeting on Just Transition to Low Carbon Mobility in Asia and the Pacific

Hybrid meeting, Bangkok, 10-11 August 2022

INFORMATION FOR ONLINE PARTICIPANTS

The Regional Meeting on Just Transition to Low Carbon Mobility in Asia and the Pacific, is to be held in Bangkok on 10-11 August 2022 in hybrid platform using the Microsoft Teams software (MS Team).

The meeting will start at 9.00 hrs. Bangkok time (GMT +7) and the working language of the meetings will be English.

Prior to the Meeting

- To enjoy the full meeting functionality, you may wish to **install the Microsoft Teams** application before the meeting.
- It is **strongly recommended to use a headset** for better audio experience and to hear the voices of others while not disturbing those outside the meeting.
- Please remove distractions from the area where meeting attendance will be, if possible.
- Log into the session **at least 10 minutes early** before the start time to test your connection.
- Please be conscious of your environment if you are sharing your video.

Joining the Meeting

- A meeting invite will be set to all participants in advance. Kindly go to the meeting invite and select **“Join Microsoft Teams Meeting”**.


[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- That will open a web page, where you will see choices: Download the Windows app and Continue on this browser. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your microphone and camera. Be sure to allow it so you will be seen and heard in your meeting. If you already have the application installed, you may choose Open your Teams app.
- Once you launch Microsoft Teams, the platform will ask you to enter your name (to be displayed in the meeting), please put in the following format for easy recognition and our quick response to your interventions.

COUNTRY (or ORGANIZATION)_Last Name

- Choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose “**Audio off**” to avoid disrupting. Select phone audio if you want to listen to the meeting on your mobile phone.
- When you're ready, hit Join now.
- This will bring you into the meeting lobby. We will then admit you to the meeting. However, in some cases, you may join right away.

During the meeting

- Kindly **keep your microphone muted at all times** unless you have been called upon by the secretariat to make an intervention.
- If you wish to make a intervention during the meeting, click “**Raise your hand**” feature and wait until the secretariat calls upon you.



- In the event that the “Raise your Hand” feature is not available on the Microsoft Teams version you are using, kindly put your questions or comments in the “**Meeting Chat**”.



Microsoft Teams icons meaning


