Regional Consultation on Facilitating Innovative Action on Disability-inclusive and Gender Responsive Disaster Risk Reduction in Asia and the Pacific

5 – 6 May 2022, 10:00-13:00 (Thailand Standard Time), Virtual

TECHNICAL INFORMATION NOTE FOR ALL PARTICIPANTS

I. General

Due to the ongoing travel restrictions linked to the COVID-19 pandemic, the meeting will take place virtually on the Microsoft Teams platform.

The official web page of the meeting is https://www.unescap.org/events/2022/expert-group-meeting-regional-consultation-facilitating-innovative-action-disability.

Participants may access meeting-related information on the webpage; presentations from the meeting will also be available on the webpage shortly after the meeting.

II. Registration

For participation:

Please ensure that you have completed the online registration form by 29 April 2022 at https://forms.office.com/r/nkG3uh7ZXi.

The MS Team meeting link will be https://bit.ly/3vdTFqK

III. Pre-meeting preparations

For information on using the Microsoft Teams platform, please read the rest of this information note carefully. Should you require further support, please contact Ms. Juraporn Sinlapharajanapanich (sinlapharajanapanich@un.org) and Ms. Chonlathon Piemwongjit (piemwongjit@un.org).

The ESCAP secretariat will open the virtual meeting room at the following date and time for speakers and participants to test if they can access the virtual room using the Microsoft Teams platform:

- 3 May 2022 (Tuesday), 14:00-15:00 (Thailand Standard Time, GMT+7)

The link to enter the virtual meeting room during the test is: https://bit.ly/3vdTFqK

IV. Joining the meeting

1. You are strongly recommended to enter the virtual meeting room 20 minutes before the session, to allow for time to troubleshoot, should you have difficulties joining the meeting.
2. Please check your email to locate the Microsoft Teams invitation. Kindly click the link at the bottom of the email that reads “Join Microsoft Teams Meeting”.

3. Upon clicking the link, you will see three options: (1) Download the Windows app, (2) Continue on this browser, and (3) Open your Teams app.

   - You may consider **Option 1 (downloading the application)** if you will be using the Microsoft Teams platform regularly.
   - If you already have the Microsoft Teams application installed, please directly access the meeting by clicking on **Option 3 (opening the application)**.
   - If you wish to join the meeting on the web, please choose **Option 2 (continuing on your browser)**.

4. Please type in your name and organization, and choose the audio and video settings you want. Once you are ready, please click the button “Join now”.

![How do you want to join your Teams meeting?](image)

![Choose your audio and video settings](image)
5. You should be able to enter the meeting room directly. Should you be directed to the virtual lobby due to technical issues, the organizer will admit you to the meeting promptly.

**If you are using the web-browser (Option 2)**

- If you are a MAC user, please use the Google Chrome (recommended) or Firefox browser to join MS Teams. **Safari does not support MS Teams**
- Once you click on the link to access the web version of the Microsoft Teams platform, your browser may ask you for permission to use your webcam and microphone. Please activate both the webcam and microphone to ensure you will be seen and heard during the meeting.

V. During the meeting session

1. Please mute the microphone and turn off the camera unless you are speaking.

2. Throughout the meeting, please feel free to interact with other participants, including presenters, on matters relevant to the meeting agenda through the chat box function on the Microsoft Teams platform.

Desktop app

Click on the icon to open the chat box.

Web browser

Click on the icon to open the chat box.
3. Should you wish to speak during the plenary discussion component of a session, kindly:

   - Type the question into the chat box on the Microsoft Teams platform; or
   - Click the raise-hand function on the Microsoft Teams platform and make your intervention after the moderator prompts you. After making your interventions, kindly click the icon again to lower your hand.

**Desktop app**

- Click the raise-hand function and make interventions after the moderator prompts you.
- After making your interventions, kindly click the icon again to lower your hand.
VI. Accessibility features

Pinning the window of the sign language interpreter

You may want to focus on specific participants such as the sign language interpreter in your main video feed. Please use the Pin option, which affects only your personal view and not the views of other participants in the meeting.

1. Hover your mouse over the video of the participant you wish to pin and click on the “three-dot” icon that appears on the bottom of the video (near the participant’s name).

Click on the “three-dot” icon that appears on the bottom of the video.

Click the raise-hand function and make interventions after the moderator prompts you.

After making your interventions, kindly click the icon again to lower your hand.
2. Select “Pin” from the list of options that appear in the menu.

3. You can pin multiple participants if you want to focus on more than one.

Using the real-time captioning function

There are two options for accessing real-time captioning:

⇒ **Option 1 (preferred)**: access ESCAP’s AI-based captioning by clicking on the following webpage: [https://caption.escap.un.org/EGM-DiDRR22.html](https://caption.escap.un.org/EGM-DiDRR22.html)

You will have to view two windows side by side if you choose this option. The accuracy of ESCAP’s AI-based captioning is higher in terms of capturing UN terminologies and participants’ names.

Kindly note that the link will only be functioning during the meeting.

⇒ **Option 2**: access the MS Teams live captions.

Kindly note that the “live captions” function is a preview feature of MS Teams. It is only available on the desktop and mobile applications for now.
VII. Troubleshooting

In case you have any problems with audio, visual, or internet connection, please disconnect from the meeting and reconnect by clicking again on the link "Join Microsoft Teams Meeting" in the invitation email.

If the problem persists, please contact Ms. Juraporn Sinlapharajanapanich (sinlapharajanapanich@un.org) and Ms. Chonlathon Piemwongjit (piemwongjit@un.org)

**This technical information note has been developed based on the following materials**

- https://support.microsoft.com/en-us/office/join-a-teams-meeting-078e9868-f1aa-4414-8bb9-ee88e9236ee4
- https://allthings.how/how-to-pin-a-video-in-microsoft-teams/