

Asia-Pacific Regional Integration: Measuring, Monitoring and Improving Performance for Sustainable Development

22-23 April 2020, Online

Information for Participants

I. Before the workshop

1. Participants are requested to be familiar with the MS team platform (please contact: nattabhon.narongkachavana@un.org to arrange a tutorial session)
2. VDO presentations of all session will be available before the workshop days. Participants will receive the links to access the VDO presentations and pre-workshop questionnaire via email, tentatively by 15 April 2020. Participants are expected to watch all VDOs, and send the filled questionnaire to nattabhon.narongkachavana@un.org by 20 April 2020.
3. Upon receiving the filled questionnaire, ESCAP secretariat will acknowledge the receive by sending the link to access the workshop to the questionnaire respondent. Please join the virtual workshop on 22-23 April 2020 using the link provided.

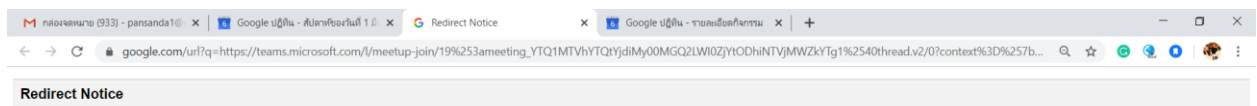
II. Joining the workshop

4. On the workshop days, please follow the steps:

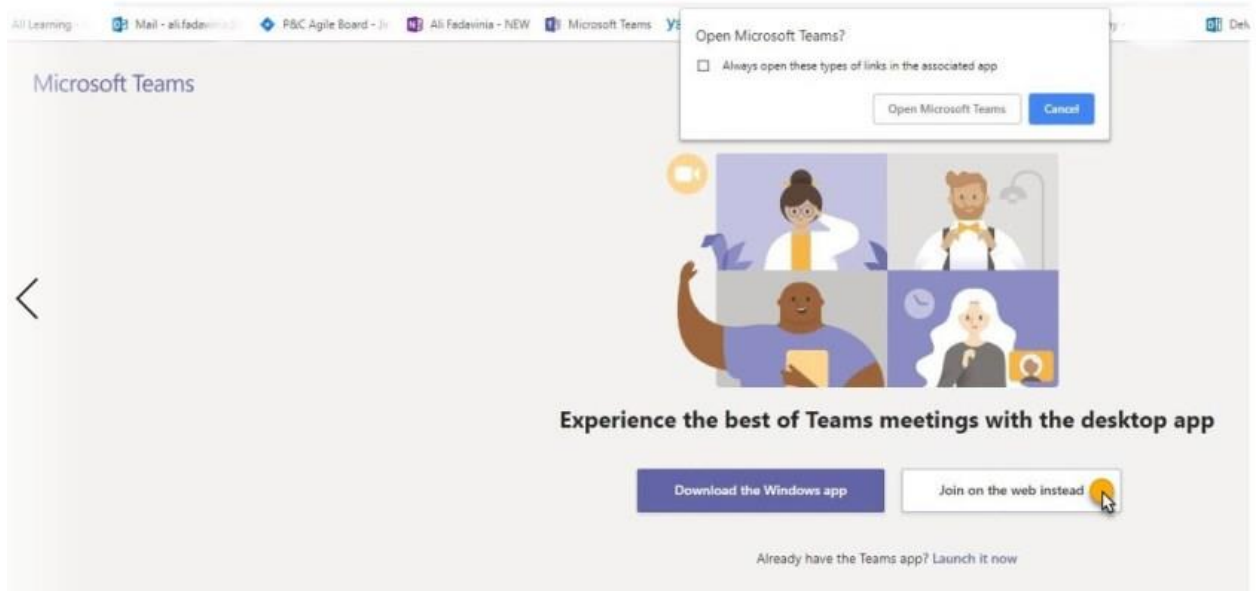
- Open your invitation email and click on “Join Microsoft Teams Meeting”



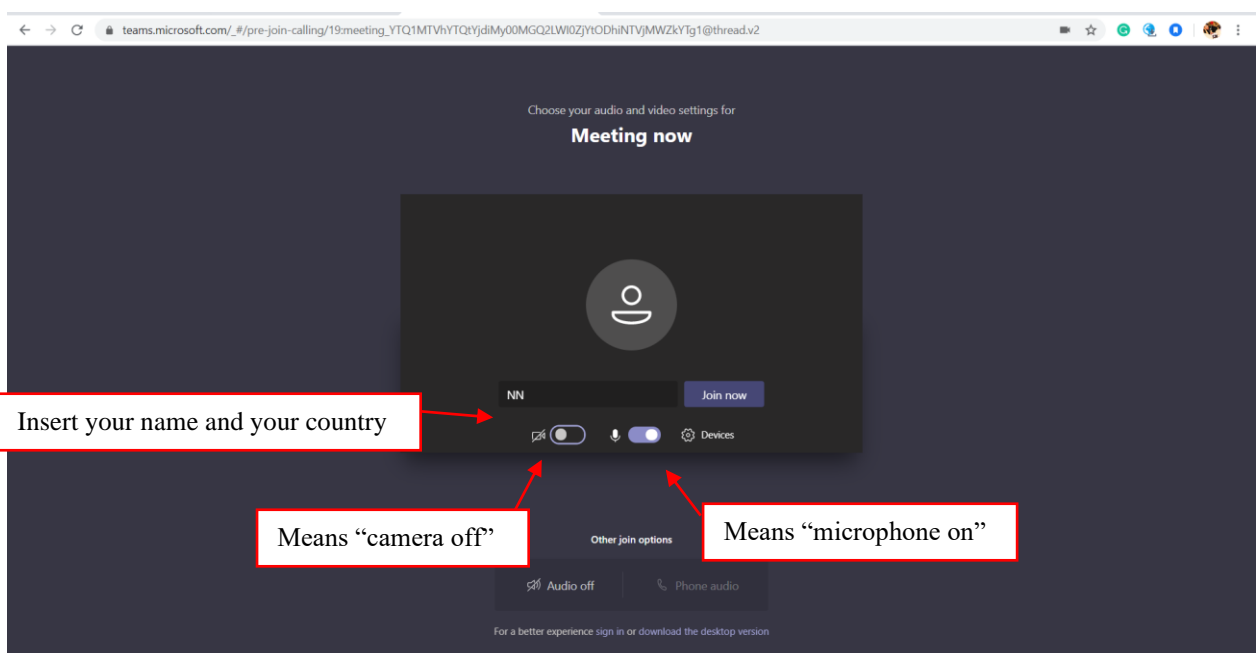
- Click on the link



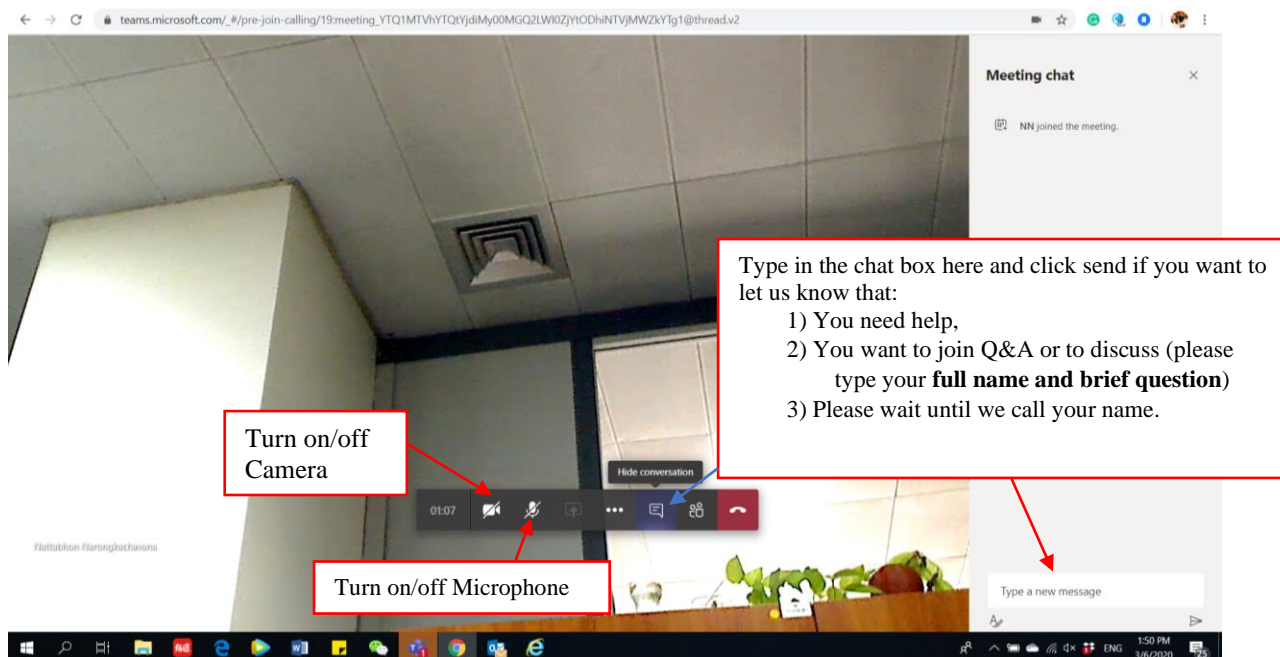
- Click on “Join on the web instead”



- Insert your full name/ your country and click on “Join now” (make sure you turn on both camera and microphone)



- During the meeting, you can adjust...



III. During the workshop sessions

5. Please mute microphone and turn off camera unless you are asked to speak. If you would like to ask a question or giving a comment, please write into the chat box: your full name, country, and a brief indication of your question/comments. The moderator/speaker of the session will give you a chance to speak during Q&A. When it is your turn to speak, please unmute your microphone and turn on camera. Please make sure you keep microphone and camera off again when you finish.

6. Q&A section, the speakers open the floor for xx mins, The participants who prepare questions, please identify full name, location and brief question (optional). Then, speakers will ask the participant to identify themselves, please make sure the microphone is on “unmute status”.

IV. Getting the workshop certificate

7. You will receive the workshop certificate after attending the workshop and completing the [evaluation form](#). ESCAP secretariat will email the certificate to you via email upon receiving your feedback.

V. Troubleshooting

8. In case of having problems with sound, visual, and internet connection, please disconnect and reconnect using the link “Join Microsoft Teams Meeting” in the invitation email.

9. If the problem remains, please leave your messages in the MS team chat box or email to nattabhon.narongkachavana@un.org for further assistance.

IV. Meeting focal points (UN ESCAP)

For substantive issues:

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