



10th APFSD

Participate • Accelerate • Innovate

27-30 March 2023

Special Event | 10th Asia-Pacific Forum on Sustainable Development

Transforming Education Now and for the Future We Want: TES National Follow-up Actions to Move towards the Achievement of SDG 4

Thursday 30 March 2023

9:00 am – 12:00 pm (GMT +7)

GUIDE FOR ONLINE PARTICIPATION

The virtual platform to connect for the Event will be the **Zoom** platform.

This document is a guide to help online participants successfully participate using Zoom.

The UNESCO's configuration of the Zoom service reflects the following security and privacy measures:

- A connection link [dedicated only to the participants](#), which should not be shared with other members of your organization

1. Zoom Link: (Registration to the Special Event is required)

Use the registration link [here](#) to register in advance of the Special Event. After registering, you will receive a Zoom link and email containing information about joining the meeting online.

2. EVENT on 30 March 2023

- The meeting link is sent to your email. Please check your email's inbox or the junk mail for the meeting link. The subject of the email is: "Special Event:10th Asia-Pacific Forum on Sustainable Development_Transforming Education Now and for the Future We Want: TES National Follow-up Actions to Move towards the Achievement of SDG 4"



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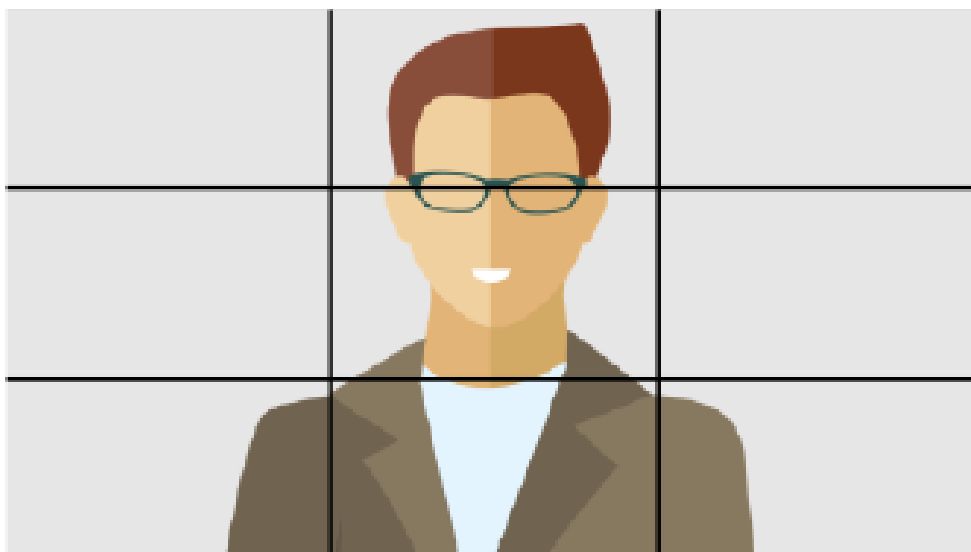
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- We kindly invite all participants to be connected 10-15 minutes prior to the start of the thematic solutions forum **(GMT +7, Bangkok time) on 12 September 2022** to ensure that everything is working smoothly technically on your end before the Conference starts.
- To intervene, please use the raise hand function, the Q&A or the chat box. The moderator will acknowledge you and give a signal for your turn. Please turn on your camera and mic.

3. Zoom Guidelines

- We advise that you download the Zoom desktop application to ensure that your IT environment can support the software: <https://zoom.us/download>
- Before joining the Special event, make sure that the name of your Zoom profile is identifiable (participant's first name and last name and organization). We will check your identity through Zoom's participants' tab.
- Plug your computer PC or Mac into a power source to avoid interruptions
- A wired internet connection is recommended
- A headset or earbuds with a microphone is strongly recommended, or an audio system with echo canceler.
- Avoid strong light sources behind you as a window, and use additional front light if needed.
- Try to be as far away as possible from sources of noise pollution: close all doors and keep your mobile phone in silent mode
- When taking the floor, replicate eye contact by looking at the camera.
Set your webcam at eye level and frame your image as below:





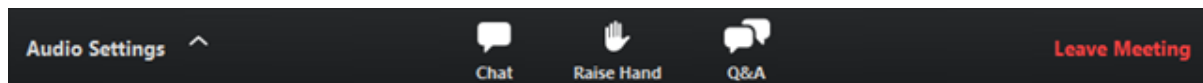
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4. Zoom Webinar Controls





Audio Settings (only visible if the host hasn't granted you permission to talk): Change your [audio settings](#). You can also click the upward arrow (^) next to change your speaker.

Unmute  / **Mute**  : If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification about staying on mute or unmuting.

Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

Chat  : Open [webinar chat](#), allowing you to send chat messages to the host, panelists, and attendees (if permitted).

Raise Hand  : [Raise your hand](#) in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

Question & Answer  : Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live.

If you encounter any difficulties with the zoom link, please submit your enquiries to:
j.barallas@unesco.org



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Helpful Zoom Links and Tutorials

The following links and documents may be useful as you prepare for your virtual presentation

[Joining and participating in a Zoom webinar](#)

[Screen Sharing](#)

[Audio/Video Testing](#)