



United Nations Centre for  
Regional Development



Ministry of Environment,  
Kingdom of Cambodia



Ministry of the Environment,  
Government of Japan

## **Guidelines for Virtual Participants of the 11th Regional 3R and Circular Economy Forum in Asia and the Pacific, 8-10 February 2023, Siem Reap, Kingdom of Cambodia**

### **1. MEETING INFORMATION**

- Modality                      Video Conference Platform (Zoom)
- Host                              Cambodia
- Attire                             Business Attire

### **2. ZOOM SIGN-IN INSTRUCTIONS**

- The Meeting ID and passcode will be as follows:

[Via Zoom Client:](#)

Meeting ID: **812 0178 3765**

Passcode: **352990**

### **3. ZOOM SIGN-IN INSTRUCTIONS FOR COUNTRY REPORTS**

- The Meeting ID and passcode of each room will be as follows:

<b>COUNTRY BREAKOUT SESSIONS 1</b>	Meeting ID: <b>890 6950 8669</b> Passcode: <b>226891</b>
<b>COUNTRY BREAKOUT SESSIONS 2</b>	Meeting ID: <b>819 5896 0422</b> Passcode: <b>392332</b>
<b>COUNTRY BREAKOUT SESSIONS 3</b>	Meeting ID: <b>878 5393 0750</b> Passcode: <b>615951</b>
<b>COUNTRY BREAKOUT SESSIONS 4</b>	Meeting ID: <b>870 4095 6224</b> Passcode: <b>473030</b>

#### 4. MEETING NAME GUIDELINES

- For security purposes, you are advised to adhere to the following naming format when entering the meeting. This is to ensure that our technical team can identify and verify users who wishes to join the meeting room.
- Delegates are required to use the following naming format:
  - **For National Govt.:** First Country Name followed by Ministry Name
  - **For City officials:** First City Name followed by Country Name
  - **For Experts:** First Family name followed by Country Name
  - **For organization:** First Organization name followed by Country Name
- If there are unknown participants, it will be up to the discretion of the moderator to remove those participants from the virtual room.

#### 5. DRY-RUN ARRANGEMENT

- The first technical test-run will be held on **Tuesday, 07 February 2023 at 15:00-16:00 hrs (Cambodia time)**.
- The Meeting ID and passcode will be as follows:

Via Zoom Client:

Meeting ID: **812 0178 3765**

Passcode: **352990**

- The test-runs are to be conducted at the actual meeting venue. All main devices will need to be tested to ensure connection, video and audio quality, including those of interpreters.

#### 6. GENERAL GUIDELINES

- Forum Material: Consider downloading the documents relevant to the Forum (agenda, programme etc.) and have them ready for when the Forum starts.
- The technical focal points are kindly requested to log-in one (1) hour prior to the meeting to ensure that the connection is working properly, and the meeting begins promptly with all participants present.
- During the meeting, all participants' audio/microphones should be muted except when invited to speak. This is to minimize noise, echo and unwanted sounds during the meeting.
- If you wish to make an intervention, please alert the Host Admin via the Meeting Coordinator team. If more than one participant requests to speak, the Chair will invite the countries to speak in the order when the request is made.
- Participants are requested to speak only after they have been acknowledged and given the floor by the Chair. Participants should also wait for the current speaker to finish before taking the floor.
- Should technical issues or difficulties arise during the meeting, please send an alert through the technical team.

- To ensure smooth connections, the host **highly recommends** the following:

<b>a. Ways of joining the videoconference</b>	<i>(In order of priority)</i> <ul style="list-style-type: none"> <li>• <b>Recommendation 1 - Video Conferencing System (VCS)</b> e.g. Cisco, Polycom, Avaya</li> <li>• <b>Recommendation 2 – Zoom Client</b> via PC or Laptop.</li> </ul>
<b>b. Internet Speed</b>	<ul style="list-style-type: none"> <li>• Minimum internet speed is <b>10Mbps</b> (Upstream &amp; Downstream).</li> <li>• Recommended to use <b>Wired connection</b>. Using Wi-Fi connection may affect the quality of video and sound.</li> <li>• The connection must not be shared with other devices.</li> </ul>

- The meeting is a closed-door session. Live streaming is not allowed in any form.
- Cambodia as the host is solely responsible for the cyber security of its own conference bridge/endpoint. Each participant is responsible for the cyber security of their respective conference bridge/endpoint.
- **Login account and password must be always kept confidential. Passwords should never be shared or exposed to others.**
- More information related to the Forum is available on our website:  
<https://uncrd.un.org/content/11th-3r-ce-forum>

## Future Contact:

Secretariat of the Regional 3R and Circular Economy Forum in Asia and the Pacific

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