



United Nations Centre for Regional Development



Ministry of Environment, Kingdom of Cambodia



Ministry of the Environment, Government of Japan

as of 01 February 2023

**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. **Display Name:** Kindly ensure your display name /name in participants area as follows-

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

- 2. **Best view:** For best viewing experience, please select “Side-by-Side” view.



Side-by-Side View

- 3. **Functions:** (i) Kindly use ‘Raise Hand’ function first before speaking.  
(ii) Mute your microphone when joining to avoid background noise and when not speaking.  
(iii) Kindly use headset in order to avoid background noise.

(iv) Make sure your camera is switch on during the whole Forum.

(v) Don't make your interventions by chat function

4. **Joining on time:** Test your connection well in advance. Aim to connect to the Forum 10-15 minutes beforehand to ensure it starts on time.
5. **Forum Material:** Consider downloading the documents relevant to the Forum (concept note, programme and country reports etc.) and have them ready for when the Forum starts.
6. **Testing:** Testing zoom meeting is scheduled on 07 February 2023 from 14:00-15:00 Cambodia time zone.

More information related to the Forum is available on our website:  
<https://uncrd.un.org/content/11th-3r-ce-forum>

Thank you very much for your kind cooperation!

**For further contact:**

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

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