

10th Regional 3R and Circular Economy Forum in Asia and the Pacific (Series of Webinars)

Important Information and Instructions for the Online Webinars using WebEx

Please read carefully

I. WebEx link:

1. The participants who registered with 3R@uncrd.or.jp will receive the email from Host: DESA OAH WEBEX5.
2. All registered participant will receive the Webex link of series of webinars (Webinar I, Webinar II, Webinar III, Webinar IV, Webinar V and Webinar VI).
3. The WebEx system only send webinar link and password to registered email according to nomination/registration form.
4. The host will send the WebEx link and password to access the webinar. Kindly don't share your password with anyone.
5. The host will send link to all participants as a 'Panelist'.
6. Kindly check your Junk and Spam inbox, if you haven't received it yet, kindly contact to 3R@uncrd.or.jp with **Registration Number**.

II. You will need:

1. Web camera (optional video)
2. Microphone (USB headset/earbuds or mic on webcam)

III. How to join a meeting:

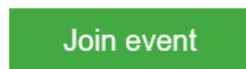
1. Click on the Join WebEx meeting link in the email invite to enter the meeting.

The image shows a registration form titled "Join Event Now as Panelist". The form asks for the following information:

- First name:** A text input field. A red arrow points to it from a callout box: "Kindly add- Country Name Ministry/Organization name (abbreviation) in First name For example- Japan UNCRD".
- Last name:** A text input field. A purple arrow points to it from a callout box: "Kindly add- Full name in Last name For example- Anupam Khajuria".
- Email address:** A text input field containing "khajuria@uncrd.or.jp". An orange arrow points to it from a callout box: "Kindly add- your email address as per nomination/registration form".
- Panelist password:** A password input field with masked characters "*****". A green arrow points to it from a callout box: "Kindly don't change in Panelist password column".

At the bottom of the form is a blue "Submit" button. Below the button, it says "If you are the host, [start your event](#)".

2. Submit and Click the Join button



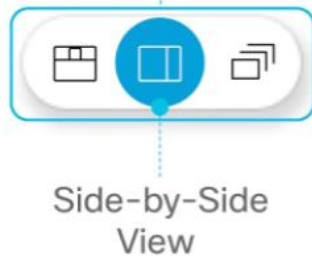
3. When the meeting is finished, participants can leave the meeting by clicking on the Leave Meeting button.

IV. Meeting Essential:

1. Mute/Unmute: It would be appreciated if participants mute themselves while the ongoing presentations.



2. **View:** Please select “Side-by-Side” view for best viewing experience.



3. **Background noise:** Kindly use the headset in order to reduce the background noise and clear hearing.
4. **Record:** The host can record the meeting including the audio, video and presentation, for sharing later.



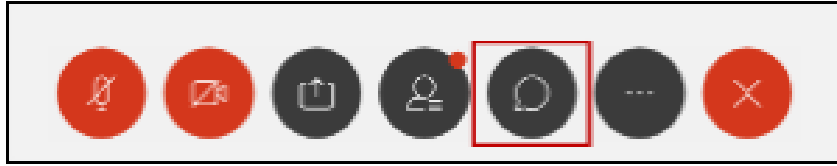
5. **Presenter ball:** The host can give presenter presenting rights to take control of their presentations.



6. **Share the slides:** For presenter, kindly tap the "Share" button at the bottom of the screen for sharing your presentation slides.



7. **Chat:** Start a conversation with anyone in the meeting or hold private discussions with any participant.



For security purposes and to complete List of Participants, we would like to request to all participants, to write: COUNTRY NAME+MINISTRY/ORGANIZATION NAME+FULL NAME.

Note: Private chats are displayed in the same box as public chats, but only those involved with the private chat will see your message.

8. **Q&A:** Type your questions into Q&A at the bottom of the control panel, sending them to “All panelists” and indicating in the message who your question is directed to.

9. **Raise:** Kindly use the “raise your hand” to gain the attention from the moderator or Webex presenter and participants.



Forum website: More information about the Forum, including latest draft programme, background papers, presentations, country reports and other necessary information, will be made available at the Forum (webinar) website – <https://sdgs.un.org/events/tenth-regional-3r-and-circular-economy-forum-asia-and-pacific-series-webinars>

Thank you very much for your kind understanding and cooperation

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Website: <http://www.uncrd.or.jp/index.php?menu=384>

10th Forum: <https://sdgs.un.org/events/tenth-regional-3r-and-circular-economy-forum-asia-and-pacific-series-webinars>