



26th Meeting of the Subregional Transport Forum (STF-26)

Strengthening Supply Chain and Logistics by Enhancing the Collaboration with Private Sector in Promoting a Sustainable GMS Transport System

(Hybrid: In-person, Research Institute of Highway, Ministry of Transport. Address: No. 8 Building, No. 8 Courtyard, Xitucheng Road, Haidian District, Beijing and Virtual: via Zoom app)

Information Note

Meeting Schedule:

1. Logging In: 26 September 2024, 08:30-0900 H Manila/Beijing time, 0730-08:00 H Phnom Penh/Bangkok/Ha Noi/Vientiane time, 0700-0730 H Nay Pyi Taw time.
2. Meeting Proper: 26 September 2024, 0900H Manila/Beijing, 08:00 H Phnom Penh/Bangkok/Ha Noi/Vientiane time, 0730H Nay Pyi Taw time.

Meeting Platform: **zoom**

Prior to the Meeting

Registration. Prior Zoom registration is essential for participants to be identified when joining the meeting through the link. Unregistered participants (even with meeting link and pass code) may be denied access into the meeting.

Meeting Link. Registered participants will receive the Zoom link to the meeting in their registered e-mail address including this Information Note. The Zoom meeting link is as follows:

Registration for Day 1, September 26, 2024

<https://adb-org.zoom.us/meeting/register/tJYoce6hpjwsHdLuUQbqCuqkRxTkPRm4LqAQ>

Registration for Day 2, September 27, 2024

https://adb-org.zoom.us/meeting/register/tJUduyopj8sG9QOGV94k5_USyQQZ8Q-da3u

Using Zoom and Zoom Account Profile and/or Zoom Display Name. Participants must ensure that they have named their **Zoom account profile** for easy identification and admission into the virtual meeting.¹ If participants are unable to rename their Zoom profile, please rename your **display name** once you are given access to the Zoom meeting.

Participants, who are joining as a group through a video conference (VC) system may not be able to change their Zoom account profile. In this case, it is important to ensure that the group's Zoom display name is revised to the name of the head of delegation (HOD). This enables the moderator

¹ You can edit your profile and display name by logging into <https://zoom.us/> and updating your account details. <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-profile>

to properly identify and acknowledge the HOD/speaker during oral interventions. See guide on [how to join a Zoom meeting and change display name](#).

Equipment and Guidelines for Speakers. For groups that have speakers and are joining through a VC system, please ensure that the VC system includes a pan tilt zoom (PTZ) camera², one microphone for each designated speaker and two laptops. The first laptop will be used to connect to the meeting. The secondary laptop (that should have a support operator) is needed for the raise hand function in Zoom that allows speakers to inform the moderator of their desire to make an intervention during open discussions.³

If a speaker is not using a VC system to join the meeting, connection must be made from a laptop or desktop computer with built-in or external camera. Smartphones and iPads must not be used (except as a secondary screen by the Chair or Co-chair). Headphones or a headset with built-in microphone is preferred to ensure best audio quality. Bluetooth headsets or airPods must be avoided. PowerPoint presentations are uploaded and controlled by a technician. The presenter should call for the slide to be advanced by saying “next slide please” for effective support from the technician.

For a best-connected experience, connections should be via LAN cable to a network and internet bandwidth of at least 10Mb/s (25 MB/s is preferred).

Log in. The meeting link will open 1.5 hours before meeting time. Participants are encouraged to log in to the meeting at least 30 minutes in advance to establish connection early and avoid delays.

During the Meeting

Participants must ensure that their Zoom display name is identifiable as soon as joining the meeting.

As a general rule, microphones must be muted at all times. Participants, including speakers and presenters, turn on their microphones only when called on by the moderator to speak. Cameras must be turned on when taking the floor during presentations, speeches and oral interventions.

Oral interventions. Designated participants may ask questions and provide comments during open discussions. They can do this through the raise hand feature in Zoom.

Presenters and speakers are requested to keep within their time allotment based on the meeting agenda.

Dropped connection. Should a connection fail during the meeting, participants are advised to simply reconnect to the original link provided by organizers.

Visit the [STF-26 webpage](#) for up-to-date information on the meeting including Provisional Agenda and available presentation materials. Contact STF-26 Host Ms. Zhou Lihong (e-mail: 473892938@qq.com) for queries.

² PTZ camera supports remote control of direction (panning and tilting) and zooming (increasing and decreasing).

³ SIP connected VC systems do not have option for the raise hand function which means the speaker/group will not be able to make oral interventions during the meeting if there is no secondary laptop.