

ADB GMS TA 9916: Sustainable Agriculture and Food Security Program

Inception Workshop

GUIDELINES FOR ALL PARTICIPANTS

Wednesday 9 June 2021 / 9:00-16:15 (Bangkok time, GMT+7)

Thursday 10 June 2021 / 9:00-17:00 (Bangkok time, GMT+7)

1. **Register** for the Inception Workshop in advance (any day or time before joining the workshop). Kindly refer to the link below for registration:

Link for advance registration:

https://adb-org.zoom.us/webinar/register/WN_qlo0MhfUTtC2yk6zile18Q

2. **Join the Inception Workshop 10-15 minutes before the scheduled starting time** to allow sufficient time for troubleshooting any potential connectivity issues. You may also test your internet connection, audio and video in advance by visiting <http://zoom.us/test> and clicking the Join button to launch the Zoom test.

Join the Zoom Meeting:

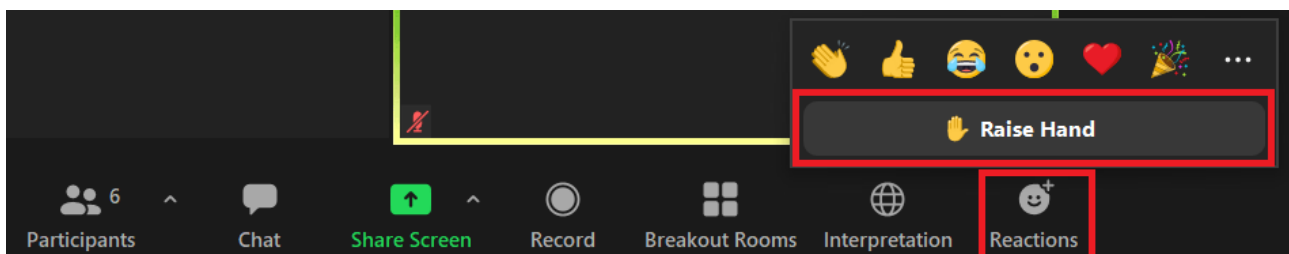
<https://adb-org.zoom.us/j/95300609257>

Meeting ID: 953 0060 9257

Password: XA7ZBz7z

(Valid for both 9 and 10 June)

3. Note that all **participants will be automatically muted and with video off** upon joining the workshop. Participants will only be able to change these settings with permission from the host. This is to avoid echo, background noise, and connectivity issues. If you wish to speak, please click the "**Raise hand**" icon at the **Reactions** button (smiling face at the bottom of the screen – see screenshot below), then wait for the host to indicate your turn to speak. If the host allows you, you will receive a notification to unmute your audio.



4. The webinar **Chat** function is intended for participants to primarily engage with one another. We encourage participants to be actively involved and generate discussion around the relevant topics but note that any irrelevant messages will be deleted by the webinar hosts.
5. Participants are encouraged to ask questions to the host and panelists during the joint panel and **Q&A** sessions, following each sub-output presentation (refer to the agenda for full details). To ask a question, open the Q&A window, type your question into the Q&A box, and click Send. They can



either reply to you via text in the Q&A window or answer your question live. If the host replies via the Q&A, you will see a reply in the Q&A window. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this. As an attendee you can also like or comment on other attendee's questions (click the thumbs up icon to like a comment). This helps the host to identify popular questions.

6. Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, using the same webinar ID and password.