



INFORMATION NOTE FOR PARTICIPANTS

SEAFDEC Secretariat will send the link of the Zoom in a separate e-mail invitation to all participants. For your convenient, the participants are encouraged to accept the invitation in order that the URL link of Zoom will be saved on the Google calendar or other Calendar events application. SEAFDEC will send the e-mail reminder of the Zoom link prior the Meeting.

Virtual Meeting Set-up (using Zoom Webinar)

Before a meeting starts

1. SEAFDEC Secretariat will perform as “host” of the meeting and will be responsible for checking and admitting participants through a waiting room. The host will be able to monitor all participants’ activities and enable/disable access to the meeting as appropriate.
2. The participants and representatives of invited organizations are requested to access the meeting 10-30 minutes before starting, by clicking the URL from the email invitation. Please wait in the waiting room until the host admits you to enter the room.
3. Please change your name setting, select the Rename and change to be “COUNTRY NAME-YOUR NAME”, “ORGANIZATION NAME- YOUR NAME” and display your country name plate and/or flag, organization name plate during the online meeting.

During the meeting

For participants

1. The participants are encouraged to turn on the camera (video), however, if you are experiencing a delay signal, please turn it off. Please make sure the proper light setup (*e.g.* light from in front, not behind and balance your light).
2. During the presentation, all participants are requested to “**Mute**” microphone, except the presenter.
3. The participant wish to request the floor, please click the “**Raise Hand**” icon and “**Lower Hand**” icon when you finish speaking and click the “**Unmute**” button only when speaking/you are given the floor.
4. If more than one participants request to speak, the Moderator/Chair will invite the participants to speak in the order the request is made. The participants are kindly requested to speak only after they have been called upon by the Chair.
5. The participants wish to ask the questions to the speakers, please use the “**Q&A**” icon.
6. The participants can also use the “**Chat**” icon in the toolbar to send text chat to all participants or privately to specific participants.
7. Please alert the SEAFDEC Secretariat team through chat box or e-mail to pattaratjit@seafdec.org and satana@seafdec.org if you are facing technical difficulties.

For speakers/panelists

1. For smooth run the meeting, SEAFDEC Secretariat will share the PowerPoint presentation.
2. Use the link that was sent to you in the meeting invitation – this is a link just for you as a panelists/speakers.
3. Please turn on the camera, however, you may wish to turn off the camera (video), if you are experiencing a delay signal. Please make sure the proper light setup (*e.g.* light from in front, not behind and balance your light).

4. During the presentation, the SEAFDEC Secretariat will mute all except the presenter.
5. You are requested to keep the microphone on “**Mute**” mode, and click the “**Unmute**” button only when speaking/you are given the floor.
6. The Panelist may wish to answer the questions that may rise by attendees in the Q&A.
7. Please alert the SEAFDEC Secretariat team through chat box or e-mail to pattaratjit@seafdec.org and satana@seafdec.org if you are facing technical difficulties.

Contact persons

Technical matters

Ms. Pattaratjit Kaewnuratchadasorn

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Urgent contact, add Whatsapp: +66859149939

Facebook Messenger: Pattaratjit Kaewnuratchdasorn

Zoom Meeting Support

Mr. Satana Duangsawasdi

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