



Virtual VECONAC 33rd Executive Board Meeting
And
Virtual VECONAC 20th General Assembly

15th December 2021

ADMINISTRATIVE AND TECHNICAL ARRANGEMENTS

1. Purpose

This document provides information on the administrative and technical arrangements of VECONAC 33rd Executive Board Meeting (EBM) and the 20th General Assembly (GA) which will be held on the 15th December 2021 via video conference.

2. Date, Time and Dress Code

a. Date and Time

(i). Date: Wednesday, 15th December 2021

(ii). Time:

- The 33rd EBM: from 0830 AM to 1130 AM (GMT+7)

- The 20th GA: from 1330 PM to 1715 PM (GMT+7)

b. Dress Code: Uniform of each member organization.

3. Registration and coordination

Participants are requested to send their registration forms to bandoingoaiccb@yahoo.com **no later than 10th December 2021** and designate **at least one point of contact (POC) for content coordination** and **at least one POC for technical coordination** to join the respective WhatsApp groups (VECONAC-VIETNAM 2020-2021) set up by Veterans Association of Viet Nam (VAVN).

4. Protocols

a. Participants are requested to display a country plate during the video conference.

b. Kindly keep your microphone muted while others are speaking.

c. Should colleagues wish to take the floor, please: (a) put up your

country plate; and (b) alert the Chair via the WhatsApp group.

(i). If more than one participant requests to speak, the Chair will invite countries to speak in the order of the request appearance in the above WhatsApp group.

(ii). We kindly request that participants speak only after they have been called upon by the Chair, and that participants wait for the current speaker to finish speaking before taking the floor.

d. To ensure that the video conference keeps to its allocated time, the Chair will adhere strictly to the agenda.

5. Technical Arrangements

The meeting will be held virtually via Cisco Webex. Participants are required to use a device with clear audio and video functions, and have access to good and stable internet connection.

Participants can join the meetings:

a. Via a web browser with the following link:

<https://buianh Tuanmtagmailcom.my.webex.com/buianh Tuanmtagmailcom.my/j.php?MTID=m0d486f7cdc264ce4ffb74b6053620535>

b. Via [Cisco Webex](#) app with the following login details:

ID: 2550 632 3869

Password: 2021

VAVN will conduct:

a. ***A connection test on Tuesday, 14 December 2021 from 0900-1100 hrs (GMT+7).***

b. ***A dry-run on Wednesday, 15 December 2021 from 0730-0830 hrs and from 1230-1330 hrs (GMT+7), one hour before the actual meetings.***

Participants are required to change the display name to **“Country”_01, 02 and so on** for identification purpose during the meeting.

For example:

Viet Nam_01

Viet Nam_02 (if there are more than one connection from Viet Nam).