



## **Working Committee Meeting**

**21 October 2020**

## **Video Conference**

### **TENTATIVE ADMINISTRATIVE AND TECHNICAL ARRANGEMENTS**

#### ***1. Purpose***

This document provides information on the administrative and technical arrangements of the Working Committee Meeting (WCM) which will be held on 21 October 2020 via **video conference**.

#### ***2. Date, Time and Dress***

##### **a. Date and Time**

i. Date: Wednesday, 21 October 2020

ii. Time:

Morning time from 08.00 -11.00 (GMT+7).

Afternoon time from 14.00 – 16.30 (GMT+7)

##### **b. Dress: Smart casual**

#### ***3. Registration and coordination***

Participants are requested to send their registration forms to [bandoingoaiccb@yahoo.com](mailto:bandoingoaiccb@yahoo.com) **no later than Monday, 5 October 2020** 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) set up by Vietnam.

#### ***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

Vietnam will conduct:

- a. **Connection test** on Monday, 19 October 2020 from **14.00-16.00 (GMT+7)**.
- b. A **pre-test** of the video conference facilities on Tuesday, 20 October 2020 from **09.00 - 11.00 (GMT+7)**.
- c. A **dry-run** on Wednesday, 21 October 2020 at **06.30 (GMT+7)**, **one and a half** hours before the actual video conference.

*Note:*

- *Due to time constraint, please be online on time for all three tests.*
- *Please have a back-up device ready for the pre-test and dry-run (preferably a Laptop).*

- *For the pre-test, we will ask you to read aloud the following text:*

*“The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces.*

*You can be infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface.”*

The technical instruction is as follows:

Access through Endpoint Devices (Recommended)

- **Main System:**

**Main/Back-up Device Call to:**

*\* The information highlighted in yellow are for your reference only*

Polycom, Avaya,...	..... (ID Room1)
Cisco	ID Room .....

**Note:**

- Vietnam will provide ID Room before the pre-test and video conference.
- For better connection, it is recommended that participants use hard-wired connections (internet cord) instead of Wi-Fi.
- Participants are requested to prepare at least 2 devices in advance for the call (one main and one back-up). The back-up devices should be laptops. All devices should be online for the tests and the actual event.

**a. Access through PC/LAPTOP**

**Step 1:** Download and Install Cisco Jabber

- **For Windows**

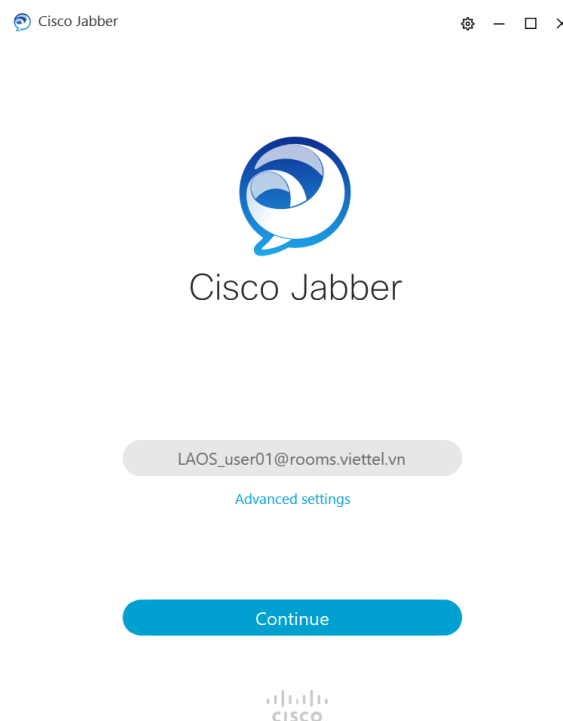
<https://drive.google.com/file/d/1bBAy-no5T6KKs6Q6-1KTGn8Wtwvv8Mxk/view>

- **For MacOS**

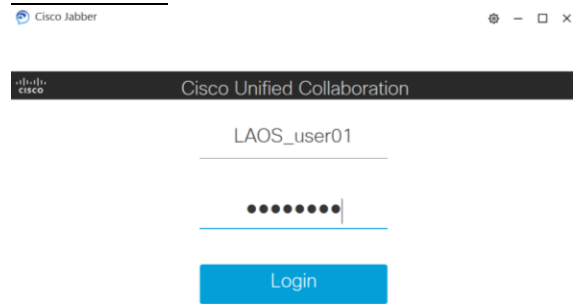
<https://drive.google.com/file/d/1DL75yw0j0YkZ3WbfGWLQqPsw0Uu6Uys0/view?usp=sharing>

**Step 2:** After finishing the installation, enter *Account Username* with

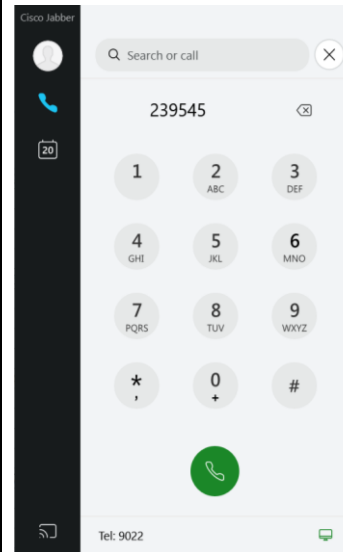
**Username@rooms.viettel.vn**



**Step 3:** Enter Account Username without “@rooms.viettel.vn” and enter Account Password.



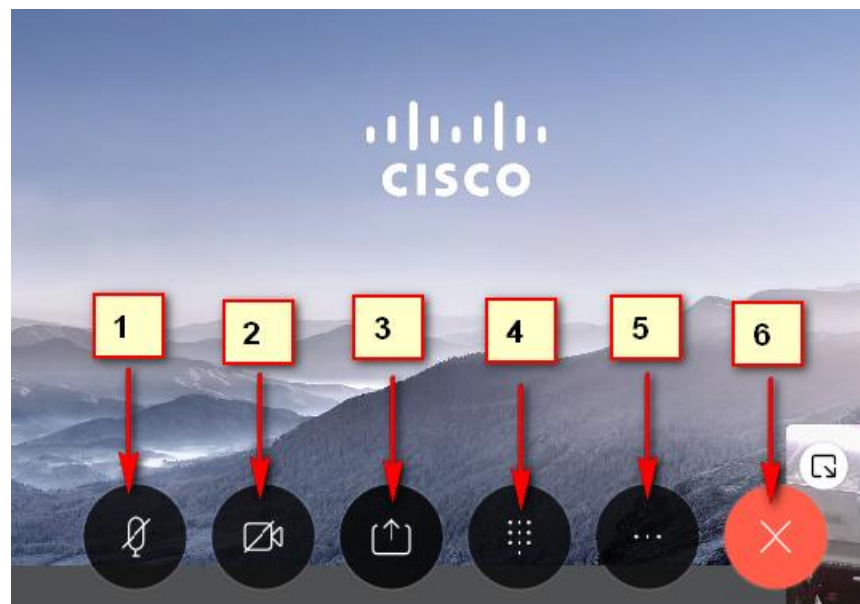
**Step 4:** Dial ID Room number, and then press **Call**



**Vietnam will provide account information and ID Room before the pre-test and video conference.**

- **Some options in Meeting:**

- ✓ **1. Mute/Unmute Micro**
- ✓ **2. Mute/Unmute Camera**
- ✓ **3. Share Screen Laptop/PC**
- ✓ **4. Keyboard (Unused item)**
- ✓ **5. Unused item**
- ✓ **6. End Meeting**



### **Important Note:**

- ✓ **Red** color means the Mic/Camera is turned off
- ✓ **Speaker icon:** Turn up/down Volume

### **1. Access through Web Browser:**

**\* For best result, please use Chrome Browse Version 80 for Windows PC/Laptop. For Mac OS/Macbook, please use with Safari Browse Version 12 or 13**

*Step 1: Access to: <https://meet.rooms.viettel.vn/>*

*Step 2: Login with your user*

*Step 3: Click "Meet"*

*Step 4: Press Your ID Room Number*

*Step 5: Configure: Your Camera and micro phone*

*Step 6: Click Join Meeting*

*Step 7: Click Layout Speaker Only or other Layout*

### **2. Enquiries and Assistance**

Please contact the following officers for enquiries or assistance:

#### **Content:**

**Col Phung Quang Tao**

Email: [bandoingoaiccb@yahoo.com](mailto:bandoingoaiccb@yahoo.com)

Phone/WhatsApp: +84.388.377.777

#### **Technical Assistance:**

**Ms Nguyen Thi Thanh Minh**

Email: [bandoingoaiccb@yahoo.com](mailto:bandoingoaiccb@yahoo.com)

Phone/WhatsApp: +84.904.503.600