



18th Meeting of the Regional Consultative Committee (RCC)

**Venue: The Berkeley Hotel, Pratunam
Bangkok, Thailand**

Sustainable Anticipatory Actions for Resilient Development Goals

23-24 January 2025, 09:00 hrs (Bangkok time)

Participants Guide to Zoom Meeting

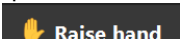
1) Online registration

- ADPC sends registration email to online participants, by clicking: [18th Meeting of the Regional Consultative Committee \(RCC\)](#)
- The confirmation will be sent along with the Zoom Meeting Link to your registered email.
- Please join the meeting on the date and time indicated on the email confirmation mentioned above.

2) How to join a meeting

- **Mobile devices:** For participants using mobile devices, they can go to device's app store, search for "Zoom", download, and install the Zoom Cloud Meetings App. When attending the virtual meeting, participants are kindly requested to add your name, followed by your organization initials, such as "Apitsada_ADPC"
- **Laptop/Desktop:** For participants using a computer, they can visit <https://zoom.us/download> and download the Zoom Client for Meetings. Install the application by following the on-screen instructions, click Open Zoom Meetings, then allow use of microphone and camera. When attending the virtual meeting, participants are kindly requested to add your name, followed by your organization initials, such as "Apitsada_ADPC"
- Kindly join the meeting 10 minutes before the meeting starts, to check your video and audio systems beforehand.

3) Guidelines for the participation of meeting

- Please ensure that your microphone is muted. Only unmute if you have been given the floor to speak.
- Please turn off your video to enhance overall Internet bandwidth use and improve quality of connectivity.
- If you would like to ask a question or deliver a statement, please raise your virtual hand by select Raise your Hand. 

The moderator will hand over the floor in the sequence of which hands were raised by participants.

- You may also raise a question or contribute to the meeting through the 'chat room' by clicking



4) Leave the meeting

- When the meeting ends or when you want to leave, click on "Leave Meeting" at the bottom right corner of the screen.

5) Technical assistant

- If you run into any problems before or during the meeting, please email/call the below mentioned contact persons:

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