Dear Participants,

Welcome to the Thirteenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-XIII), which will be held through Zoom Meeting from 27-29 April 2021. To facilitate your preparations, please find herewith the information on logistic arrangements for the online meeting.

IOC Sub-Commission for the Western Pacific (WESTPAC)

Logistics Information for Participants

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1. Official Notification

Member States of WESTPAC are invited to notify the Secretariat (n.saransuth@unesco.org and iocwestpac@unesco.org) by Friday 2 April 2021 of the composition of their delegation. Please clearly indicate the Head of Delegation, one or two Alternate(s), and the official email addresses of all delegates.

Only delegates who appear on the official notification will be recognized and accepted to join the Session. Due to the technical constraints, we would encourage each MS to limit the number of their delegates to no more than 10.

Each delegate who appears in the aforementioned notification is required to register online as soon as possible, in any case no later than Friday 16 April 2021.

2. Meeting Platform & Online Registration

**Meeting Platform**
The platform for remote participation in the 13th Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-XIII) is **Zoom Meeting**.

Please download the latest version (currently 5.5.4 for Windows and 5.5.5 for Macs) at [https://zoom.us/download](https://zoom.us/download), install and use the Zoom application on your PC or laptop, otherwise malfunctions may occur.

**Online Registration by Friday 16 April 2021**

The online registration link is provided below.

[https://zoom.us/meeting/register/tJYufuuhqTkjHtznnFXJQXk_Zcj2YYdXp-ha](https://zoom.us/meeting/register/tJYufuuhqTkjHtznnFXJQXk_Zcj2YYdXp-ha)

To identify you in the list of participants during the meetings, please follow the naming convention below.

**1. For delegations**

‘First Name’ field: Country name

‘Last Name’ field:

**For Head of Delegation:**

HOD + (First letter of your given name + Family name)

**For Alternate Head of Delegation:**

Alt + (First letter of your given name + Family name)
For Member of Delegation:
(First letter of your given name + Family Name)

First Name*  
Thailand  

Last Name*  
(N Saransuth)

2. For other participants

‘First Name’ field:
Organization name

‘Last Name’ field:
(First letter of your given name + Family Name)

First Name*  
UNESCO/IOC  

Last Name*  
(N Saransuth)

The Secretariat may need to modify your entry to comply with the requested format.

Once you have registered, you will find a message acknowledging your registration in a popup window of your browser.

Once your registration is approved, you will receive an email from IOC Sub-Commission for the Western Pacific (WESTPAC) confirming your registration and providing you with the meeting link and password. Please do not share and forward the meeting link with others. It is unique to you.

3. Practical Information for Participation and Intervention

Requests for the floor during plenary meetings: Raise the virtual hand in Zoom to indicate to the Chairperson that you wish to take the floor. Your camera should be turned on when you take the floor.

Oral interventions through ZOOM will be prioritized for Head of Delegation and Alternate(s).
In plenary discussions, speaking time will be limited to 3 minutes maximum. We would engage all delegations to read these meeting documents in advance, and prepare their intervention as concisely as possible.

Consultation and communication among members of each delegation: Delegations are encouraged to establish their own communication platforms to facilitate their internal communications prior to, during, and after the virtual meetings. The Secretariat won't be able to provide communication platform to each delegation respectively.

‘Chat’ box: During the meetings, the ‘Chat’ box will be available for communication, questions & answers and making announcements. All participants will be able to use the ‘Chat’ box.

Technical assistance: If you encounter any technical difficulties in connecting to the platform, please contact us at iocwestpac@unesco.org. Other technical issues can be raised in the ‘Chat’ box during the meetings.

4. Rehearsal and connection to the meetings

A rehearsal session will be held on Friday 23 April 2021 from 1 p.m. to 2 p.m. (Bangkok time). Participants registered for the session are invited to attend, by clicking the meeting link sent to your registered email, in order to familiarize your self with the platform and to verify that your technical configuration functions efficiently. Participants should participate in the rehearsal in the same conditions (e.g. same internet connection) and with the same PC/laptop and headset with a microphone that they will have during the 13th Intergovernmental Session.

The meeting link will be open 30 minutes before the start of each meeting, to have ample time to test technical arrangements. Please be on the meeting link at least 15 minutes before the start of each meeting.

Zoom Meeting Controls

1. Activate or deactivate your microphone
2. Activate or deactivate your webcam
3. Display the list of participants
4. Show the chat box
5. Share Screen
6. Record: Only host will record the meeting.
7. “Raise your hand” function to ask for the floor
8. Leave meeting

Technical and environmental recommendations

- Use a secure wired internet connection instead of wifi
- Preferably use a computer rather than a tablet or mobile phone
- Minimum requirement: ADSL connection with a minimum capacity of 2 Mbps download and 1 Mbps upload (possible test via https://www.speedtest.net/)
- If you use an internet browser, please use Google Chrome (Windows or MacOS) or Edge Chromium (Windows 10) and be sure it is up to date. If you are using an application, be sure it is up to date.
- Close unnecessary programs before joining the online meeting
- Terminate all unnecessary software running on your computer, especially those using camera or audio device, or using network/internet (Skype/Webex/Adobe Connect/GoToMeeting etc.)
- Keep your cell phone in silent mode during the meeting.
- Setup your microphone
- If you join by using a desktop computer, using a headset with a microphone or speakerphone is necessary and will allow your voice to carry better by minimizing ambient noise. Using a certified headset will also eliminate echo.
- Check your hardware before joining the online meeting, UNESCO will not provide remote assistance on this matter.
- Mute yourself when you are not speaking
- Avoid activities that can be picked up by the microphone
- Locate the microphone properly: if using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.
- Connect prior the meeting start: Then you’ll have time to start your video, check the sounds with others participants, and eventually download documents if needed
- Adjust your lighting. Adapted lighting is an aspect that is often neglected in the preparation of a videconference. Ceiling lighting is best. But if you don’t have this, place a light near you, preferably in front of you.
- Do not sit with a window directly behind you, as you will be back-lit and your face will not be visible.
- Participants will need to see your facial expressions to fully understand what you are saying.
- Do not sit in a dark, dimly lit room. Try to be in a well-lit room.
## 5. Working Language and Documents

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<th>Working Language</th>
<th>Working Documents</th>
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<tr>
<td>English will be the medium of communication during the meetings.</td>
<td>In advance of the meeting, working documents and PowerPoint presentations will be available on the Session webpage at: <a href="https://www.ioc-westpac.org/event/westpac-xiii">https://www.ioc-westpac.org/event/westpac-xiii</a></td>
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## 6. Contact Point

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<th>Should you have any questions or require any assistance on the logistic arrangements, please feel free to contact:</th>
<th>Ms Nachapa Saransuth  Email: <a href="mailto:iocwestpac@unesco.org">iocwestpac@unesco.org</a></th>
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<td><strong>Ms Nachapa Saransuth</strong>  Email: <a href="mailto:iocwestpac@unesco.org">iocwestpac@unesco.org</a></td>
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