



E-WORKSHOP ON GENDER EQUALITY AND HUMAN RIGHTS IN CLIMATE ACTION AND RENEWABLE ENERGY

Wednesday 6th and Thursday 7th April 2022

**Time: 1:00 – 5:00 pm ICT (Bangkok/Hanoi/Jakarta/Phnom Penh Time)
12:00 – 4:00 pm (Dhaka time)
11:30 am – 3:30 pm (Colombo time)**

Online, Zoom

– Logistical Information for Participants –

Meeting Venue

The e-workshop will be held online on Zoom

Event Hours

The waiting room will open at 12:45 p.m. ICT (Bangkok time).

The e-workshop will start at 1:00 p.m. ICT (Bangkok time) on each day

The e-workshop will end by 5:00 p.m. ICT (Bangkok time) on each day.

Participants are encouraged to join the meeting 10-15 mins before the event starts.

How to Join the Meeting

To access the meeting:

1. You should have already registered on Zoom (if not, please register through this link: [Click here to register](#))

2. A confirmation e-mail with the connection details has been sent automatically to your e-mail (kindly check your spam box). Through this email, you can also add the event to your Outlook or iCal calendar.

3. Join the Zoom meeting via the log in details provided in the confirmation email.

4. Set up your audio and video, if needed.

5. You will be connected to the meeting.

If you still cannot connect to the meeting, please watch these two short tutorials:

Accessing via Zoom App: <https://youtu.be/idVWWUBDC1w>

Accessing via Browser: https://youtu.be/LG_CGpUWbDo

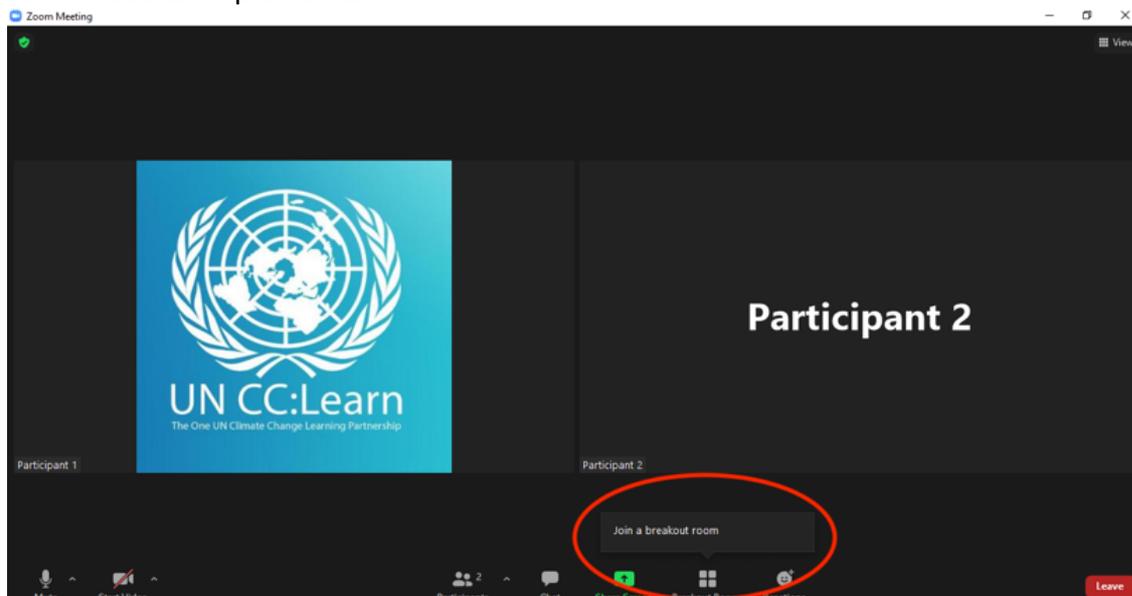
or refer to the instructions at the end of this document (Annex 1).

For any technical assistance regarding the meeting, please do not hesitate to contact Lucas Terra (lucas.terra@unitar.org) or Lorenzo Franchi (lorenzo.franchi@unitar.org) via email or Zoom chat.

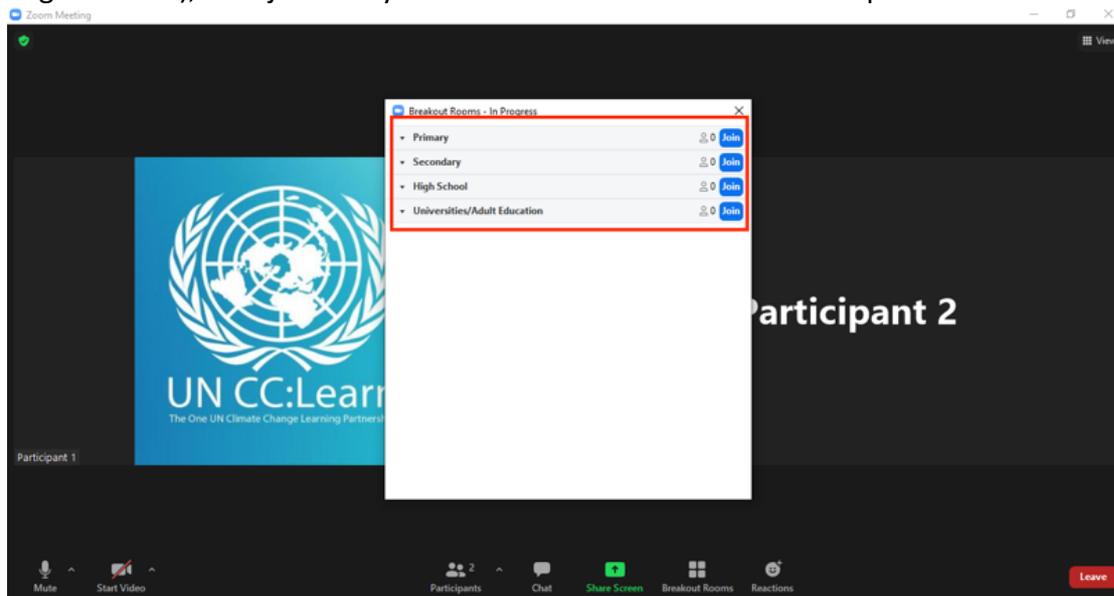
How to Access the Breakout Rooms during the Workshop

Once in the meeting, at a certain point you will be asked to join one of a number of breakout rooms.

To do it, click on icon below the pop-up message that will appear at the bottom of your screen. See example below:



2. Select the room that suits you (e.g., if you are in the agriculture sector, select “Agriculture”), click join and you will be redirected to it. See example below:

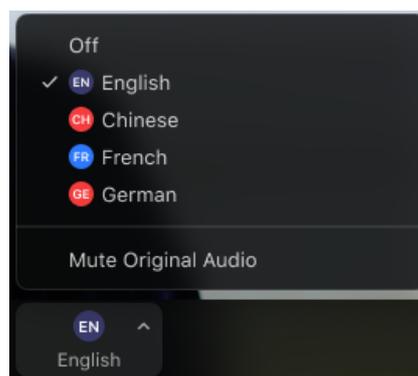


Interpretation

Interpretation will be available in Vietnamese and Khmer for the plenary sessions. To access interpretation, please follow the instructions below:

Windows / macOS

1. In the ZOOM control bar at the bottom, click Interpretation.
2. Click the language that you would like to hear (**Vietnamese** or **Khmer**). See an example below for other languages.



3. (Optional) To hear the interpreted language only, click Mute Original Audio.

Note: As a participant joining a language channel, you can broadcast back into the main audio channel if you unmute your audio and speak.

Android/iOS

1. In your meeting controls, tap the ellipses. ●●●

2. Tap Language Interpretation.

3. Tap the language you want to hear (**Vietnamese** or **Khmer**). See example below.

Language Interpretation	Done
Original Audio	<input checked="" type="checkbox"/>
English	<input type="checkbox"/>
Italian	<input type="checkbox"/>

4. (Optional) Tap the toggle to Mute Original Audio.Done.

Note: As a participant joining a language channel, you can broadcast back into the main audio channel if you unmute your audio and speak.

Online Etiquette

All participants are encouraged to switch on their cameras in order to facilitate effective communication. Please mute your microphone when you are not speaking.

If you would like to intervene, please use the "Raise Hand" option on Zoom or raise your hand in front of your camera and wait until the host gives you the floor. You can also use the chat option to type your questions or comments. Please, do not speak before the floor has been given to you.

Your participation will be highly appreciated. Please feel to share your experiences and actively engage in the discussions.

Organizing Team

The team will be happy to provide information and help throughout the training.

Technical support

Mr. Lucas Terra
Green Development and Climate Change Programme
UNITAR
Email: lucas.terra@unitar.org

Mr. Lorenzo Franchi
Green Development and Climate Change Programme
UNITAR
Email: lorenzo.franchi@unitar.org

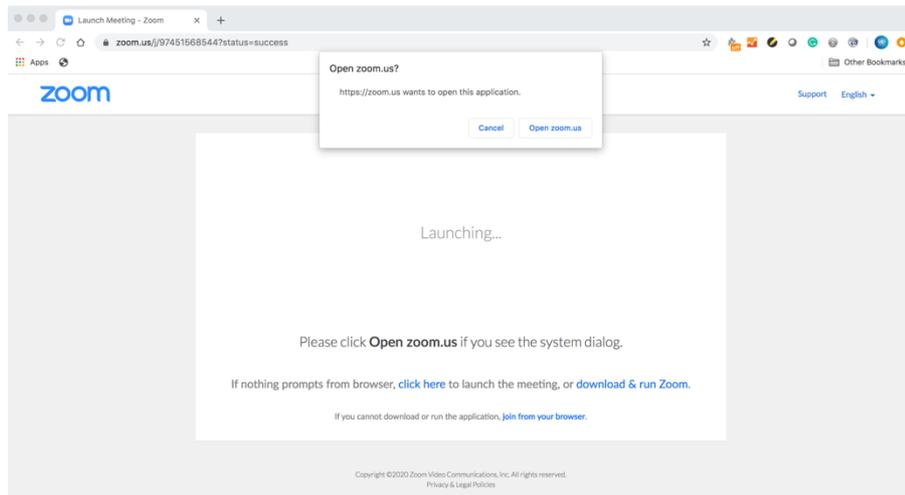
For additional information, contact:

Ms. Cristina Rekasavas
Green Development and Climate Change Programme
UNITAR
Email: cristina.rekasavas@unitar.org

Ms. Julia Villalba
Green Development and Climate Change Programme
UNITAR
Email: julia.VILLALBA@unitar.org

Annex 1: Step by Step on How to Access the Zoom Meeting Room

1. You have received an invitation to join the meeting. Click on the link "Join Zoom Meeting". If you do not have a Zoom account, you may be asked to add the Meeting ID.
2. Decide whether you want to download the app or connect through your browser.



3. No matter the option you choose, a pop-up screen will show up asking you for the password, which is included in the confirmation email. Type it and you will be automatically redirected to the meeting.

