

Virtual Meeting Technical Guidance

Prior to the meeting

The Asia-Pacific Statistics Week will be conducted virtually on Microsoft Teams, here are some essential tips for joining the event



- To enjoy the full meeting functionality, you may wish to install the [Microsoft Team](#).
- It is recommended to use a headset for better voice over microphone and hearing the voices of others while not disturbing those outside the meeting.
- Please remove distractions from the area where meeting attendance will be, if possible.
- Log into the session 10 minutes early before the start time to test your connection.
- Please be conscious of your environment if you are sharing your video. Are you in shadow or bright sunlight? Is your background very distracting?

Download Microsoft Teams

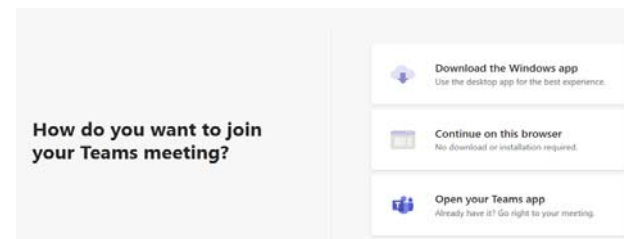
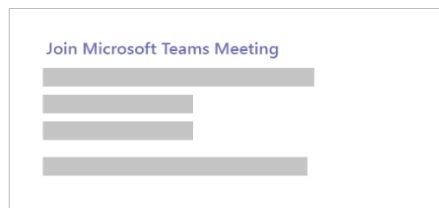
Connect and collaborate with anyone from anywhere on Teams.

Download for desktop

Download for mobile

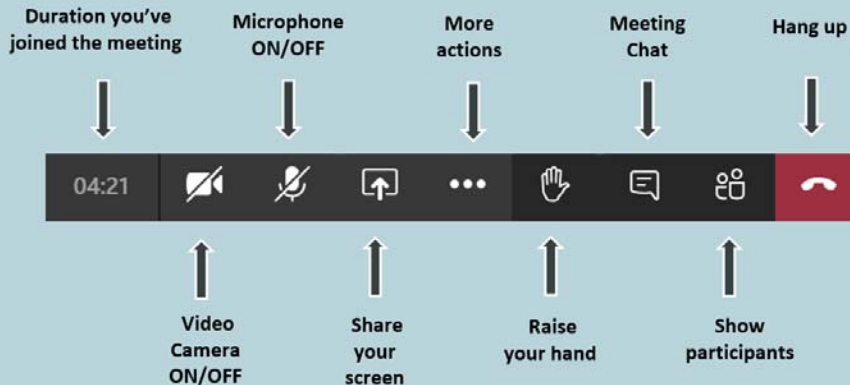
Joining the meeting

- Go to the meeting invite and select Join Microsoft Teams Meeting.
- That will open a web page, where you will see choices: **Download the Windows app** and **Continue on this browser**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting. If you already have the app installed, you may choose **Open your Teams app**.
- Enter your name (if you join on the web) and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select Phone audio if you want to listen to the meeting on your mobile phone.
- When you are ready, hit Join now.
- This will bring you into the meeting lobby. We will then admit you to the meeting.

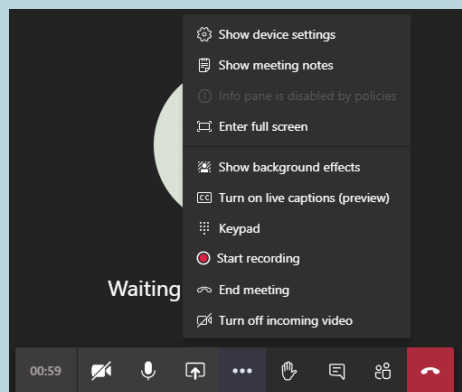


During the meeting

- Please **keep your microphone muted** at all times unless you have been called upon by the chair to make an intervention.
- Teams icons and their meanings



- If you wish to make a statement/intervention during the meeting, click “Raise your hand” feature and wait until the Chair calls upon you.
- If you have questions or would like to make comments, please send your message in the text in the “Meeting Chat”.
- The above Teams icons are the commonly used functions during meetings. If you wish to explore other options including changing your background prior to the meeting, click “more actions” which will render the screenshot below.



- You may contact the Secretariat at stat.unescap@un.org for any technical difficulties you may encounter during the meeting. You can also chat to him directly via Teams by clicking the “Meeting Chat” button.