

Fourth Forum of Ministers and Environment Authorities of Asia Pacific Speaker Guidelines

FOR PRE-RECORDED VIDEOS

- Stand still in front of the camera. Position yourself against the light source in the room. Stand upright and make eye contact with the camera. Position yourself one meter away from the end of your laptop or keyboard.
- Record the video in a quiet room with no background noise
- Avoid clothing with loud patterns
- Use the following format and video resolution
 - Format file: .mp4, .mov,
 - Resolution: 1920x1080 HD minimum and 4K preferred
 - FPS: 25
 - Video aspect ratio: 16:9
 - If there is any transparency on files please export them as: RGB+ALPHA, or Apple ProRes4444
- Make sure to keep your video no longer than **3 minutes**.
- Submit video by sending it through WeTransfer/Dropbox/Google Drive to unep-mpmf@un.org (and copy to 4thapmf@gmail.com) and make sure to label it with your name and organization/country.

TEST CALL SCHEDULED ON TUESDAY, 28 SEPTEMBER 2021

- The test call is one of short verification step to check connectivity and system installation safety for each participant from different countries.
- Please join with a same condition of the device (PC, microphone, camera) and internet connection on the day of the test call and Forum.
- If the designated speaker is not available to attend the test call, kindly assign a member of your team to attend so we can verify the internet connection and the video conference system.
- The test call is scheduled on Tuesday, 28 September 2021. Kindly pick your available time slot here: <https://forms.gle/Jaw2iz2DuwddhJxj7>**
- Please also save the Zoom link for the test call:**
<https://zoom.us/j/99293440126?pwd=cUJ0R1ZVWjNjZDRrU2hLbG1oQTRTd09>

TECHNICAL PREPARATION

- To facilitate the flawless production of the live content, **be connected and available at least 35 minutes before your scheduled LIVE session** so we can provide you with technical guidance and double-check that your positioning, your audio and every technical element works.

Zoom link for Senior Official Meeting (6 October):

<https://zoom.us/j/91955136186?pwd=eDJYeDd4Q1VSZC9vME5XY2NkaDY0UT09>

Zoom link for Ministerial Segment (7 October):

<https://zoom.us/j/97465312668?pwd=Ny9sVFVuMzJPMEhhanRqY1B5M3BaUT09>

Pease note that only designated speakers and presenters can join the ZOOM meeting room.

- It is important to follow the same behavioural protocol, just like you would when appearing on an in-person stage.
- It is very important that once you join in on Zoom, you do so with your camera on and microphone muted.
- If Head of Delegation must leave while the session, kindly inform the Secretariat before the start of the session with the name and contact of the substitute representative so we can test his/her connection prior to the session.

- You should unmute yourself when you speak and set the microphone back to mute when you finish.

TECHNICAL SETUP

- Make sure you have a hardline connection to the Internet, and that your laptop is plugged in - Wi-Fi is not always as reliable.
- Please make sure that your Zoom display name is in this format: Country_First Name Surname or Organisation_First Name Surname. See example below:

Republic of Korea_May Lee
UNEP_May Lee

[Click this link](#) to know how to change your display name on Zoom.

- When connecting, join with your microphone muted and camera on.
- You can choose to use headphones to isolate surrounding sounds.
- You should not be using a virtual background, unless you have a green screen and proper lighting.

If you require more guidance, don't hesitate to reach out to unep-apmf@un.org and 4thapmf@gmail.com.