

Attachment 2

Administrative Circular

I. Time

17-18 November 2022, Beijing time (UTC +8).

The plenary sessions will last one day and a half

II. Registration

1. Filling in the Registration Form: Please fill up with the information in the Registration Form (Attachment 4) as required, and provide feedback timely according to the instructions at the bottom of the Form.

2. Online registration: please log on to the official Website of the event online (to be accessible later).

3. Contact for Organizing Committee:

Ms. Liu Yujie Ms. Xiang Zhuo

Secretariat of ASEM Water Resources Research and Development Center

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E-mail: asemwater@asemwater.org

III. Expenses

Free of charge for Seminar registration

IV. Working language

The working language of the Seminar is English. The online plenary sessions have simultaneous interpretation in both Chinese and English.

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V. Participation instructions

1. Participants shall abide by the technical operation manual and platform rules, to ensure an orderly and sound progress of all the activities;
2. Speakers need to submit corresponding materials for speech within a specified time according to the requirements of the organizing committee for review and deliberation.
3. Participants shall not disseminate insults, rumors and slanders to other countries, organizations and individuals. Those who violate repeatedly after being reminded by the Organizing Committee will be prohibited from participating all the activities and blacklisted;
4. Participants shall actively participate in the sessions according to the Seminar Agenda and the host's guidance. Audiences please turn off the microphone when the speakers are giving a speech. Audiences please interact actively during the Q&A link;
5. The interpretation of other rights for participation is ultimately owned by the Organizing Committee.