

## Asia-Europe Foundation (ASEF)

31 Heng Mui Keng Terrace  
119595 Singapore



## ASEF Expert Webinar Series: Post-Pandemic Socio-Economic Recovery Efforts

### ADMINISTRATIVE ARRANGEMENTS

#### Date and Time

**9 April 2021** via WebEx from **16:00 – 18:30 Singapore time (GMT+8)**

#### Registration

All participants and speakers must register via this link:

<https://asef.webex.com/asef/j.php?RGID=re3a23dbf2ee1bc0cc841f9f700076694>

#### Technical Details

We will host the webinar via a secure online application called Webex. For further information on how to use this application, please go to <https://help.webex.com/en-us/>

We will hold a **rehearsal** on **8 April 2021 16:00-17:00 Singapore time (GMT+8)** to ensure technical compatibility between your audiovisual devices and the Webex platform. Below is the information for logging onto the testing session.

- **Link:** <https://asef.webex.com/asef/j.php?MTID=m08b882a46ec5bd0c708f24d00c4b2d16>; or
- **Meeting ID:** 184 701 9817
- **Password:** VillageHotelSG1

If you are **able to** see the slide (on the right) AND hear the audio, your device is configured properly, and you can leave the meeting straightaway.

If you do **NOT** see the slide and hear the background music, send us a message on chat or via email ([fatima.avila@asef.org](mailto:fatima.avila@asef.org)) and we will help you.

As for the *actual webinar*, please **log in 15 minutes before the event starts**. Please log in at 15:45 on 9 April 2021. Below is the information for logging onto the webinar:

- **Link:** <https://asef.webex.com/asef/j.php?MTID=m62ce652b8fadf36a7e7949ad739a4855>; or
- **Meeting ID:** 184 210 1997
- **Password:** VillageHotelSG1

#### Naming Guidelines

- Upon accessing the meeting, please type **[Country/Institution – Given name SURNAME]**
  - » e.g. “Philippines – Fatima AVILA.”
- Please remember to mute your microphone to prevent noise disruptions.

#### Technical Support

- During the webinar, if you need any immediate support, please click “chat” and choose to chat with **“ASEF Technical Support”**

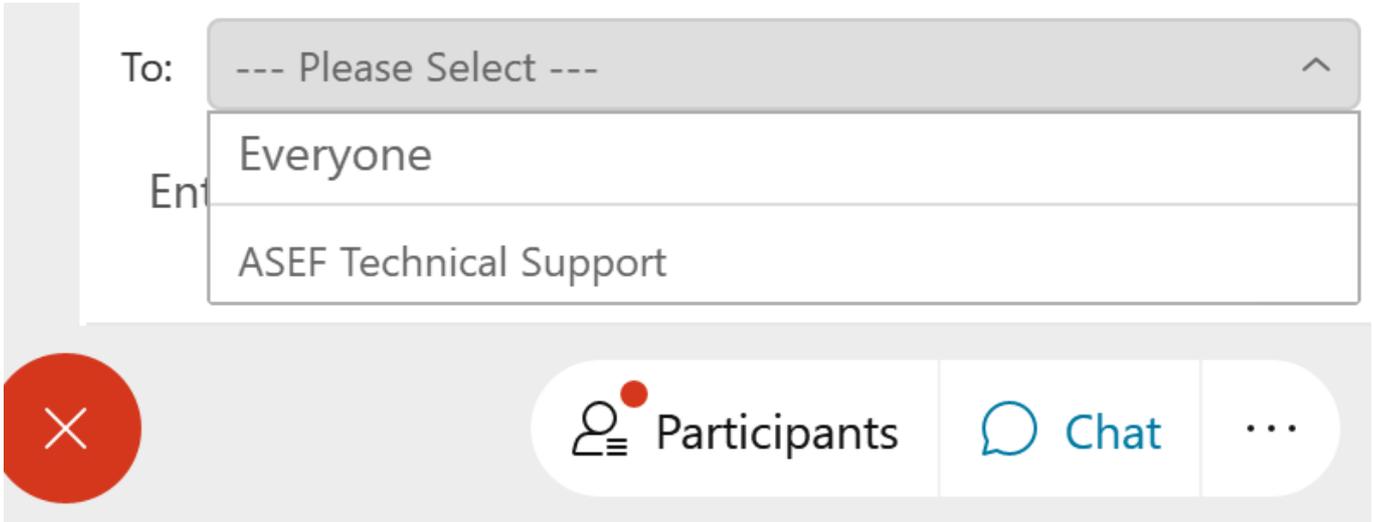
<b>Network &amp; Technical Check</b>	<b>If you see this screen <u>and</u> hear the audio, your device is configured properly.</b>
	<b>You may leave the meeting.</b>
	<ul style="list-style-type: none"><li>• If you do not hear the sound, please check your settings on Webex or your PC</li><li>• If you have a connection related concern or question, please send us a message via email or the chat function. We will respond as soon as possible.</li></ul>
	<b>THIS URL IS ONLY FOR THE NETWORK &amp; TECHNICAL CHECK ONLY</b>

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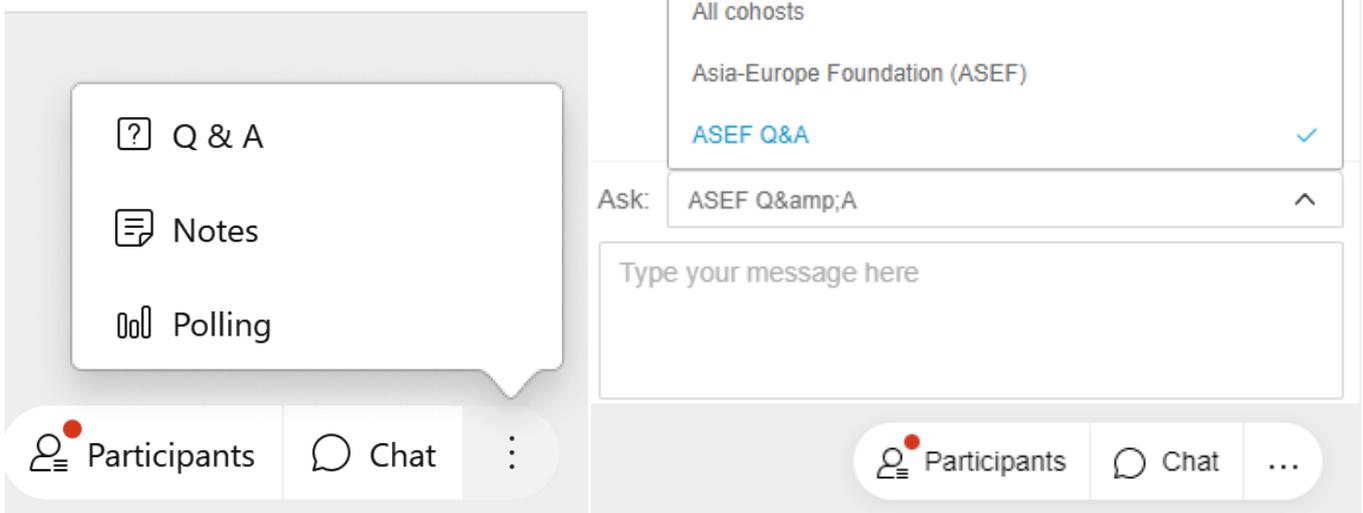


- Our team will respond to your concerns immediately.



### Question and Answer Procedure

- There will be a Q&A portion after each speaker speaks.
- You may submit a question at any time by clicking on the 3 dots and choose Q&A.
- Select to chat with “ASEF Q&A” then type in your question in the Q&A box. Our team will collate all questions and forward it to the Moderator.



### Enquiries

For further Technical enquiries please send an email to Fatima Avila ([fatima.avila@asef.org](mailto:fatima.avila@asef.org))