

Participants' Guide

Online Training Strengthening Cities' Resilience to Climate and Disaster Risks 06 June - 08 June 2022

We are excited to welcome you to this virtual training! This guide aims to help minimize the challenges of conducting the workshop in a virtual format to ensure a productive and engaging experience. Please read it carefully and follow the guidelines and suggestions.

Before the Training

There are some important steps for participants to take before the training starts. Below is a checklist of things to consider. By the start of the workshop, you should have:

- Registered yourself for the training following the link given below:
<https://www.climatechange.rrcap.ait.ac.th/mcr06-08june2022>
- Received a meeting link after the registration. Please follow the received link to join the training programme. **(Note: The same link will be used throughout the training programme (for all three days))**
- Downloaded the programme agenda which can be accessed from the same link provided above.
- Secured a physical space to participate in the virtual workshop including reliable access to the internet connection.
- Installed the [Zoom](#) desktop application (we advise against using the mobile zoom app)

During the Training

Please also keep in mind the following:



Bangkok time (GMT + 7) will be used as the reference time zone throughout communications regarding the Programme. Please **check the time difference in advance**. Here is a [useful tool](#) to keep in hand.



Please keep your **video on** and **microphone muted** (unless you are speaking) during live sessions. If you are unable to mute yourselves due to some technical difficulties, we will be temporarily transferring you to the waiting room until the issues are fixed in order to minimize the disturbance.



All plenary sessions will be recorded. Participants are expected to attend and engage during the live sessions. Please join the virtual room 5 minutes in advance to ensure your connection and avoid delays to the schedule.

Joining a Session

We advise that you join the room few minutes in advance to [ZOOM Testing](#) site to test your audio and microphone in order to interactively participate without technical issues. At the top right of the meeting window, you can choose to go full screen. All scheduled zoom sessions will use the **same meeting ID/link that you received after the registration for all three days.**

Break-out Session

For the exercise session, we will be dividing all the participants into the break-out rooms. Once the host assigns you to the breakout rooms, you will be automatically transferred to the assigned breakout rooms. In each breakout room, facilitators will guide you through the exercises. Breakout rooms will be opened for a specific amount of time. After the time ends you will be automatically brought back into the main room. If in case you are not automatically brought back to the main room, we recommend you join the room using the same link you got after the registration.

Question and Answer Session

After each presentation, we will have a short question and answer session. During the session, we recommend you write the questions either in the chat box or raise your hand during the session. Given the time limitation, we will try to accommodate as many questions as possible.

Post-Evaluation Survey

On the last day of the training programme we will be sharing a very brief post-training evaluation survey (which will take 5-10 minutes to complete). The survey will be useful for the organizers to better assess the learning outcomes and the impacts of the training programme. The questionnaire is for internal use only, the information provided by participants will only be used as an aggregate to demonstrate the outcome of the training.