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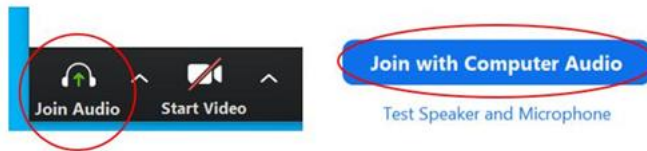
## 15<sup>th</sup> Round Table Meeting

“An Update on 12<sup>th</sup> Five Year Plan”

### Guideline for Virtual Meeting Participants

#### 1. Technical Guideline

- Participants are encouraged to connect the Internet by using LAN cable rather than WiFi for the stable connection to the Internet.
- To avoid any Internet interruption during the virtual meeting, it is recommended to make necessary arrangements for secondary Internet connection, such as mobile hotspot, in case the primary internet connection does not work properly.
- It is recommended to join the meeting using computer audio



- All participants are advised to download and install Zoom application for better meeting interface and audio-video.

#### 2. Time to join the meeting

- Participants are encouraged to log in **10 minutes** before the start of the meeting to get clearance of the attendance of the meeting as well as to test the quality of connection, especially audio and video.

#### 3. Setting of participant's names

- To facilitate recognition of the participants, we advise to use the following formats:

- For a delegate who represents Development Partner:

- Bilateral: Name of the Participant [space] (Country Name), such as **Tashi (Bhutan)**
- Multilateral/Agencies: Name of the Participant [space] (Name of the organization in abbreviated format), such as **Karma (BT FEC)**

- For a delegate who represents RGoB:



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- i. Name of the Participant [space] (Name of the Organization in abbreviated format), such as **Tshering (MoEA)**

### 4. Virtual Meeting Etiquette

- a. Participants should mute your microphone when you are not speaking.
- b. Participants are encouraged to keep their videos on for the whole duration of the meeting.
- c. During the Q&A session, participants wishing to raise questions or make an intervention may select “Raise Hand” and once completed “Lower Hand” should be selected.

### 5. Recording

- a. Host will record the complete proceedings of the RTM for reference and record.