



TECHNICAL NOTES

SIXTIETH ANNUAL SESSION OF THE ASIAN-AFRICAN LEGAL CONSULTATIVE ORGANIZATION (AALCO), NEW DELHI (HQ), INDIA

HOSTED BY THE AALCO SECRETARIAT

26th -28th SEPTEMBER 2022

(All times in Indian Standard Time (IST) (+5:30 GMT))

General Information

- Unique Zoom links will be provided to each online Delegate before the Annual Session. The names of the Heads of Delegations will be set by the host according to the information provided in the registration form in the order of: Delegate Code - First Name - Last Name.
- Only one delegate from each Member State will turn on the video when accessing the online meeting room. Other delegates from the same Member State and Observers will disable their camera and microphone at all times throughout the meeting unless the President passes the floor to them.
- Please note that the AALCO Secretariat has no control over the arrangement of participants in the virtual meeting room or the participant list in the virtual meeting platform.
- Delegates are requested to follow the following format in their user name/display name:

Delegate Code - First Name - Last Name.

Delegate Code	Delegation
PRESIDENT	President
ORG	Organiser
AALCO	AALCO Secretariat
CHN	People's Republic of China
BHR	Kingdom of Bahrain
BGD	Bangladesh
BRN	Brunei Darussalam
CMR	Cameroon

CYP	Cyprus
EGY	Arab Republic of Egypt
GHA	Ghana
GMB	The Gambia
IDN	Indonesia
IND	India
IRQ	Iraq
IRN	Islamic Republic of Iran
JPN	Japan
JOR	Hashemite Kingdom of Jordan
KEN	Kenya
KOR	Republic of Korea
KWT	State of Kuwait
LBN	Lebanon
LIB	State of Libya
LKA	Sri Lanka
MMR	Myanmar
MNG	Mongolia
MUS	Mauritius
MYS	Malaysia
NPL	Nepal
NGA	Federal Republic of Nigeria
OMN	Sultanate of Oman
PAK	Pakistan
PAL	State of Palestine
PHL	Philippines
PRK	Democratic People's Republic of Korea
QAT	State of Qatar
SAU	Kingdom of Saudi Arabia
SDN	Sudan
SEN	Senegal
SGP	Singapore
SLE	Sierra Leone
SOM	Somalia
SYR	Syrian Arab Republic
THA	Kingdom of Thailand
TUR	Türkiye
TZA	United Republic of Tanzania
UGA	Uganda

VNM	Socialist Republic of Viet Nam
YEM	Yemen
ZAF	South Africa

Regional Arbitration Centres

Delegate Code	Delegation
AIAC	Asian International Arbitration Centre
CRCICA	Cairo Regional Centre for International Commercial Arbitration
RCICAL	Regional Centre for International Commercial Arbitration Lagos
TRAC	Tehran Regional Arbitration Centre
NCIA	Nairobi Centre for International Arbitration
HKRAC	Hong Kong Regional Arbitration Centre

Observer States

Delegate Code	Delegation
OBS	Country-Name of the Delegate

International Organizations

Delegate Code	Delegation
Short Name of Organization	Name of the Delegate

Experts

Delegate Code	Delegation
Short Name of Organization	Name of the Expert

- Online Delegates are strongly recommended to join the meeting at least 15 minutes before the start of each session to conduct a check of their equipment and to resolve any technical issues.
- Delegates wishing to make statements are encouraged to complete the statements within 5-7 minutes.
- Delegates are encouraged to submit written statements in advance to the AALCO Secretariat via email at as60@aalco.int for facilitating interpretation and reflection in the Verbatim Record of Proceedings. If the statement is made in Arabic, please submit an English translation as well.
- The documents of the Annual Session will be available on AALCO website: www.aalco.int.

Connectivity

- Online Delegates are encouraged to join the Zoom meeting via the Zoom Desktop App, which can be downloaded at the following link: <http://zoom.us/signup>.
- Online Delegates are recommended to connect their computers via an Ethernet (LAN wire) cable to their routers, rather than using Wi-Fi.
- Online Delegates are recommended to use a computer, instead of a mobile phone, to join the meeting.
- Online Delegates are reminded to ensure good and stable internet connection for the duration of the meeting.


Video and Microphone

- **Note:** Heads of Delegations from each Member State are expected to turn on their video throughout all sessions. Other delegates from the same Member State and Observers will disable their camera and microphone at all times throughout the meeting unless the President passes the floor to them, or if they are scheduled to make a report/presentation according to the Schedule.
- Online Delegates are advised to adjust their indoor lighting and camera angle to ensure that their face and upper shoulder remain clearly visible within the video frame.
- Please ensure there is bright front lighting and a clean background – virtual backgrounds of any sort are not recommended.
- Online Delegates are recommended to use a plugged-in microphone where available instead of the built-in microphone of their devices.
- Online Delegates are advised to attend the meeting in a place with no background noise or echo and turn off all sound notifications from other devices/applications.

Zoom Display Layouts

- Please select “speaker view” in order to see the speaker in full-screen.
- Please select “gallery view” in the upper right corner of the Zoom screen to see more participants.

Interpretation

- Simultaneous interpretation will be provided in English and Arabic (vice-versa) during the 60th Annual Session. Please press “**Interpretation** 

Interventions

- For Heads of Delegations, please press “Raise Hand” at the bottom of the Zoom interface and wait for the President’s invitation to speak. Please ensure that the camera is on and unmute yourself when the President invites you to take the floor.

- For Delegates who have been approved by their Head of Delegation to speak, please press “Raise Hand” at the bottom of the Zoom interface and wait for the President’s invitation to speak. Upon the President’s invitation, your status on the Zoom platform will be temporarily changed to “panelist” and the floor will be able to see your face; at this point, please ensure both the camera and microphone are on.
- If an online Delegate encounters technical difficulty during his/her intervention, the President will, after confirming the technical difficulty, proceed to the next intervention. Once the technical issue has been resolved, the online Delegate may be invited to make his/her intervention again by the President as appropriate.
- Please refrain from using the Chatbox function during the meeting unless it is for communicating with the host.

Group Photo Session

- Before the end of the Inaugural Session, there will be a “Group Photo Session” of all Heads of Delegations and other dignitaries attending the Annual Session online and in person. The President will invite all Heads of Delegations attending online to look into their cameras and Heads of Delegations and other dignitaries attending in person to gather at Sovereign Hall for a group photograph.

Change of Head of Delegation

- In case there is a change of the Head of Delegation during the Annual Session, please inform the AALCO Secretariat at as60@aalco.int, in person at the Secretariat counter, or by sending a private chat message to the host at the earliest possible time, clearly stating the name and email address of the new Head of Delegation.

Technical Support

- Further information on the “Zoom” platform can be found at: <http://support.zoom.us/>.
- Online Delegates can contact the AALCO Secretariat for assistance at any time via email at as60@aalco.int or via Zoom by sending a private chat message to the host.