General Instructions for webinar

For the online participants:
- Log in to https://zoom.us/join. Please check this link at least 2 days before the webinar so that you are familiar with the tool. Make sure that you have good internet access.
- You may download the app on your smartphone or use the desktop to sign in. Signing up is free.
- Alternatively, you may just enter the meeting ID that we will send in a separate email.
- The webinar will start at 09:00 AM Nepali time sharp. Please make sure that you are online at least 15 minutes before the webinar starts.
- Please keep your account in mute unless you have questions to ask during open forum discussion session, so that we avoid the background disturbances. If participants do not keep in mute, the host has the authority to keep in mute.
- One can ask questions any time in "chat" space, just drop your message; the moderator will manage to reply your query through concerned panelist or speaker.
- Certificate of participation shall be sent digitally in a week time.
- Online feedback form will be sent after the event. Kindly fill it up so that we can make improvements in future series.
- The whole program shall be automatically recorded. One can also put the query via email after the completion of the event. # Kindly be formal in your outlook while you are talking in the topic as far as possible, because the program will record your video.
- Please turn on the video when you start to talk so that people know who are talking and if possible please avoid any reflection or background light.

For the On-site participants:
- Please enter the auditorium before 08:45 AM. When you have any query, kindly contact the facilitator Kunal Mishra.
- As the onsite participants, you do not need to log in to the online webinar. The organizer will take care of all technical facilities to connect the group participants via digital screen and microphones.
- **Shrawan Kumar Shrestha** moderator for onsite participants in the auditorium hall will take care of the whole session to move smoothly.
- Certificate of participation will be distributed on the same day.
- Kindly fill up the feedback form after the completion of the event.

Webinar will be divided into two sessions:
1) Main speaker session (30 minutes): The main speaker will give a presentation on the specific topic. No questions will be entertained in between.
2) Panel and open floor discussion session (60 minutes): There will be a discussion between the panel members and participants on the specific topic. This session will be moderated by a moderator.
While the participants are in mute, there is a function to raise hand if you have any questions. Once you raise hand moderator will allow you talk. Alternatively, one can ask questions any

time in "chat" space, just drop your message; the moderator will manage to reply your query through concerned panelist or speaker. This session will be moderated by a moderator.

Tentative program outline:

Time	Activities	Responsible
8:30-09:00	Gathering, online log in and on site preparation	Mr. Kunal Mishra
09:00-09:10	Welcoming, Introduction of observers and general instruction	Dr. Roshan Lal Shrestha, Mr. Shrawan Kumar Shrestha
09:10-09:20	Update of the project BTS TT	Mr. Fanindra Panta
09:20-09:30	Introduction of the speaker and panelists	Dr. Roshan Lal Shrestha
09:30-10:00	Talk on the Topic	Dr. Bishal Bhandari
10:00-11:00	Panel and open floor discussion on the general practice in Nepal, WHO, ISBT, AABB, AATM, EBA & Case Studies.	Dr. Manita Rajkarnikar, Ms.Nhu Maya Gurung, Dr. Bipin Nepal, Dr. Rakesh Shah, Mr. Ananda Ghimire Moderator- Shrawan Kumar Shrestha (onsite), Dr. Roshan Lal Shrestha (online)
11:00-11:15	Closing remarks and vote of thanks	TBD

*Subject to slight change in the schedule with the technical reasons or managerial reasons.