

NOTE FOR PARTICIPANTS

WEBINAR SERIES ON UTILIZATION OF REGISTERS AND ADMINISTRATIVE DATA IN CENSUS PROGRAMMES OF PACIFIC ISLAND COUNTRIES

Theme: 2020+ the era of Administrative data; looking into the role of registers and administrative data in Census programmes of Pacific Island countries

Dear participants,


Thank you for accepting our invitation to participate at the upcoming webinar series on utilization of registers and administrative data in Census programmes of Pacific Island countries. For purposes of better coordination and smooth flow of the session, we would like to share the notes below for your information.

Before the session:

1. By now, you should have already received a calendar invitation to the meeting session. The sessions will be held on Ms Teams. To join the meeting, open the email invite that was sent out by SPC and click on the link: [Join Microsoft Teams Meeting](#). Clicking on this link will redirect you to two options i.e. (i) “to download the Ms Teams widow’s app” or (ii) “to join on the web instead”. You can click on either option and follow the prompts which will direct you to the event. You might need to wait for a few minutes in the “lobby” while waiting to be admitted to the meeting.
2. A session to test login details for the meeting will be offered by SPC on the eve of the webinar (**Tuesday at 10:00am, Fiji time**). We encourage you to join the testing session especially if it will be your first time to use Ms Teams. Please feel free to contact us on email in case you need any form of assistance.

During the session:

1. The meeting will kick off at **9:00am sharp**. We therefore encourage you to log in a few minutes earlier to ensure that you do not miss the first part of the session. While we would appreciate hearing from all participants, due to time limitations we will only allow for a few minutes for country delegates to introduce themselves. All other participants are encouraged to introduce themselves in the chat box.
2. To avoid disruptions that may arise due to background noise, we request all participants to keep their microphones muted throughout the session except when making a contribution. The session facilitators may also mute your microphone on your behalf for this reason.

3. You are invited to ask questions or make a contribution during the session. There will be a dedicated session for questions and answers (Q and A) at the end of each presentation. You are also invited to type your questions or comments in the chat box, which will be read out by facilitator during the Q and A session. In case there is not sufficient time to address all questions at the end of each presentation, these will be addressed at the end i.e. after all the presentations for the session have been made.
4. To notify the facilitator that you would like to ask a question, please click on the hand feature () available on Ms. Teams. Remember to lower your hand by clicking on the hands feature again once your question has been addressed.
5. The sessions will be recorded. The recordings will be made available to all participants following the session and also uploaded on the event page.

We look forward to learning from your experience and engaging with you during the sessions.

Pacific Community (SPC) on behalf of the Session organisers.