

LOGISTICAL NOTE – Prerecorded Sessions and Video Screening

The Fifth Arab Regional Platform for Disaster Risk Reduction
"From Risk to Resilience: Accelerating Local Action for Disaster Risk Reduction"

8 – 11 November 2021

Rabat, Kingdom of Morocco

Background, Date, and Venue

The Fifth Arab Regional Platform for Disaster Risk Reduction, under the theme "From Risk to Resilience: Accelerating Local Action for Disaster Risk Reduction," will be organized virtually from 8 to 11 November 2021.

The Platform will be hosted by the Government of the Kingdom of Morocco and organized by the UNDRR Regional Office for Arab States (UNDRR ROAS) and the League of Arab States. It will build on the momentum in the political and technical dialogue towards disaster risk reduction in the region and is expected to yield increased commitments of countries to enhance attention to risk-sensitive investments and showcase the progress made in national and local strategies and achievements in line with Sendai Framework.

The Regional Platform will be hosted at Hopin, an events platform where you can create immersive virtual, hybrid, and in-person event experiences for your audience. <https://hopin.com/>

Structure

The Regional Platform is structured around plenaries, thematic sessions and special sessions. The working sessions are structured around the four Sendai priorities and specific thematic issues and will feed into the country's statements. The sessions will have speakers relevant to the topic, including national disaster risk reduction focal points, mayors, intergovernmental organizations, technical experts, and other development partners.

The platform is comprised of Ministerial meetings, plenaries, thematic sessions and special sessions. The thematic sessions and special sessions contribute to the plenaries which will inform the declaration.

<https://rp-arabstates.undrr.org/>

Prerecorded Sessions

The Regional Platform will provide an opportunity to partners and speakers to prerecord their sessions to be screened at the set date during the Platform.

- ❖ Upon providing the contact details, Catapult, on behalf of UNDRR ROAS, will contact the partners and speakers to:
 - ✓ Confirm the prerecord slot
 - ✓ Share details on how to dial for the session
 - ✓ Share details on how to set up the camera, lighting, etc. to ensure the best possible picture and sound
- ❖ The evening before the prerecord, Catapult will contact the speakers with a dial-in password.
- ❖ On the day of the prerecord Catapult will:
 - ✓ Perform a technical check with all speakers to ensure everyone can be heard and seen
 - ✓ Carry a test to ensure that all parties can hear each other
 - ✓ Run through the flow of the session
 - ✓ Test presentations and video content if applicable

Notes

- ✓ The session will be recorded as live and in one take
- ✓ Once the recording is finished speakers are free to go
- ✓ Recordings are then topped, tailed, and saved ready to be screened as live during the event

Deadline to submit the prerecorded session is **31 October 2021**.

Partners Video Screening

The Regional Platform will provide a space for all partners to highlight their role in disaster risk reduction in a video format. Partners are encouraged to submit their videos by **28 October 2021** to be screened at RP Expo.

The following information will be provided to the partners by the concerned team member:

- ✓ Video format, type and quality
- ✓ Video length
- ✓ Setting background

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