

Concept Note of The 27th Information Communication and Technology Learning Forum

“How to Use ZOOM for Virtual Meeting/Workshop”

24 June 2020, 9:30 am – 11:30 am

Virtual Platform through Google Meet

I. Introduction

In order to respond to the needs of NGOs/Associations' Capacity Development and join to prevent and protect the spread of Covid-19 through implementing Cambodian Government's Instruction and Advisory, CCC will conduct the 27th Virtual platform of ICT Learning Forum through Zoom on “**How to Use Zoom**”.

As the largest membership-based platform for Non-Governmental Organizations (NGOs) in Cambodia. December 2019, the Cooperation Committee for Cambodia (CCC) has 208 International and Local NGOs as members and other networking with NGOs and Associations in 15 provinces, working on different development sectors in the country.

II. Objectives of the Learning Forum

- To increase understanding and knowledge on Using ZOOM for Virtual Meeting/Workshop
- To build up more network and relationship among ICT practitioners and professionals for ongoing learning on ICT and related issues through online.

III. Expected outputs

- Participants will get better understand about how to use ZOOM for Virtual Meeting/Workshop.
- Participants have enhanced virtual network of ICT practitioners and professionals.

IV. Target Participants

This ICT Virtual Learning Forum is offered to participants from NGOs/Associations who are **ICT practitioners, professionals and project/program managers**.

- There are 2 available seats per NGO who are CCC members and non-CCC members.

VI. Detailed Agenda

Time	Key Contents	Resource persons
09:00-09:30	Online registration to join the learning forum	○ CCC Team
09:30-09:35	Introduction objectives of learning forum and general announcements	Mr. Sok Neng Learning Specialist, CCC
09:35-09:45	Welcome and Opening Remarks	Mr. Soeung Saroeun Executive Director, CCC
09:45-10:30	<u>Session 1: Presentation about ZOOM for Virtual Meeting/Workshop:</u> ○ Introduction to ZOOM ○ How to Use ZOOM and Real Practice ○ Increase security	Speaker: Mr. Nget Moses
10:30-11:20	<u>Session 2: Discussion</u> ○ Questions and Answers	Speaker: Mr. Nget Moses
11:20-11:30	Closing the event	Representative ICT Working Group member

Note: CCC reserves the rights to change the agenda based on the availability of the speakers and time constraints.