

## NEWSLETTER 2

Dear Caretakers of the Environment International conference 2020 participants,

It is with great pleasure that we welcome you to participate in the CEI 2020 conference- Our very first fully online, virtual conference, taking place on September 27th -October, 3rd 2020 at 06.00-10.00 PM WIB. Together with CEI alumni, we have worked hard to design an inclusive, supportive, and engaging experience that transcends a traditional conference design. Moving our face-to-face conference to a fully online format presents us with the unique opportunity to learn, reflect and connect with CEI fellows around the world. We hope that you will join us for this reimagined event. The newsletter 2 is written to provide technical info and guidance for all participants to establish expectations.

### 1. RULES AND ETIQUETTE FOR THE CONFERENCE

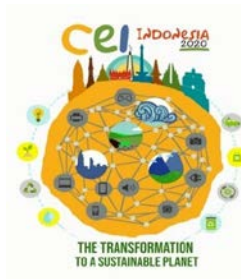
Before you log in to the meeting room, make sure you find a quiet place, nothing is distracting, use your **personal laptop/PC instead of mobile phones** and your lighting is bright enough for others to see you.

#### a. Log in early

You all have received login info. **Please make sure you sign out of your other accounts and log in with your personal accounts that you received earlier. We strongly suggest you try it before Sunday, 27 September 2020, and please tell us if there is a problem.**

#### b. Put the phone on mute when necessary

If the host opens the computer or phone lines to let attendees participate, remember to keep your phone muted unless there's a need for you to speak.



### c. Prepare your device and materials in advance

Make sure your device is **full of battery and has a stable signal connection**. If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins. Don't forget to send your files to us by email: [ceiindonesia@gmail.com](mailto:ceiindonesia@gmail.com) for backups.

If your connection is lagging or stuttering, try to close extra open computer apps, limit others on your Wi-Fi while you chat, off your camera, and use headphones or earbuds with a microphone.

### d. Follow the CEI Indonesia Social Media

We encourage all participants to follow us on social media to stay up-to-date on all things about the conference.

- Instagram: @cei\_Indonesia
- Facebook: <https://www.facebook.com/cei2020>
- Facebook Group: <https://www.facebook.com/groups/2878523752172384/?ref=share>

Some events like opening ceremony, CEI Talks and workshop will be broadcast live on Facebook, YouTube Platform or Instagram through the links below:

- <https://www.facebook.com/cei2020/live/>
- [http://youtube.com/channel/UCONhMLFUN5\\_C2GsnhbUI3-A/live](http://youtube.com/channel/UCONhMLFUN5_C2GsnhbUI3-A/live)
- <https://youtu.be/zuQo14qJwo0>
- Instagram: @cei\_Indonesia

## 2. GROUP PRESENTATION

As you prepare for your session at the conference, please keep the following points in mind:

- a. It is highly encouraged for all delegates in full project presentations to send us your presentation materials ASAP if you haven't done it.



b. Try to economize on the number of slides presentation since you have only 15 minutes durations, with 10 minutes for presentations and 5 minutes for Q n A

c. Session Classification

Please open on attachment file: **Project Presentation; Participant Distribution**

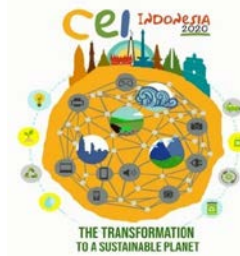
### 3. WORKSHOP INFORMATION

#### a. GROUP DISTRIBUTION

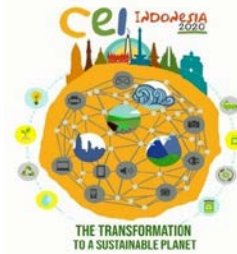
Please open on attachment file: **Workshop Group CEI 2020**

#### b. WORKSHOP MATERIALS REQUIRED

1. Workshop	Facilitator	PIC	Participants	Workshop materials required
Millennial Podcast	Kazi, Jess, & Atika	Jess	Students	None (just working camera and microphone and access to the internet)
How to become and Environmental Influencer	Gosia, Sam	Sam	Students	Camera phone or camera. Advised to be on some social media but not required
Media, art and the environment	Armand Wachelder	Julien	Student	Add alumni social media policy
Drama & the Environment	Anne Marie Begg	Laura	Students	None (just working camera and microphone)
Natural Products and Cosmetics	Nadia Young	Nadia	Student	
What can you find in 2km?	Andrew Cox & Wayne Schimpff	Jana	Students	Camera phone or camera and if required, cables to connect to computer



Creative 3R	Ary Okta & teams	Rena	Teacher	Plastics bottle or another plastics packaging, paper waste, glue, scissors, masking tape, paint, brushes
Graphic Recording	Rina Kusuma & teams	Ainun	Teacher	A drawing book or a paper, a pen or pencil
Literacy	Rani Kusumawardhani	Ila	Teacher	A book, a pen and headset or earphone
Eco printing	Sri Alderina	Naima	Teacher	<p>The material you have to prepare for The EcoPrint:</p> <ul style="list-style-type: none"> <li>👉 voal cotton 2 pcs)</li> <li>👉 Tunjung powder (<i>Nymphaea caerulea</i>)</li> </ul> <p><b>1 spoon of tea</b></p> <ul style="list-style-type: none"> <li>👉 Leaves: <i>Jati (Tectona grandis)</i>, Jarak Wulung (<i>Jatropha gossypifolia L</i>), Jarak kepyar (<i>Ricinus communis</i>), Ipomea (<i>Ipomea</i>), China doll (<i>Dianthus Chinensis</i>), etc</li> </ul> <p><b>For International Participants</b></p> <p>Maple leaves <i>Acer Plant</i>, Fern <i>Polypodiophyta</i>, Maidenhairs <i>Adiantum</i>, Myrobalan <i>Terminalia chebula</i>, Madder <i>Rubia tinctorum</i>, Oak galls, Gum, etc.</p>



				<p>👉 Various of tannin (you can choose one of them):</p> <p>Bubuk Delima (<i>Punica granatum</i>) powder</p> <p>Bubuk Oak galls / <b>Oak Apple</b></p> <p>Bubuk Green tea / <i>green tea powder</i></p> <p>Bubuk Black tea/ <i>black tea powder</i></p> <p>Bubuk Gambir (<i>Uncaria powder</i>)</p>
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**4. FUTURE LEADER FORUM - SUSTAINABLE DEVELOPMENT GOALS (SDG) Group**

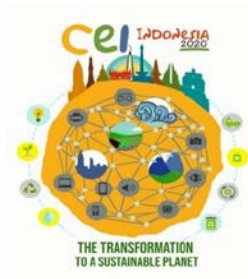
a. GROUP DISTRIBUTION

Please open on attachment file: **SDG - Future Leader Forum Participant Distribution**

b. General Information

The SDGs groups are used to some icebreakers and discussions. For the SDGs groups, the teachers are not with their students but there will be a teacher SDGs group for some teacher icebreakers and meetings (Quality Education Group, all teachers in one large group).

These SDGs groups will also be used for Future Leader Forum Session. Every SDGs will discuss one country for this session. a list of the country and how to run this session can be seen on attachment file: **Participant Guidelines Future Leader Forum**



## 5. REFLECTION AND DISCUSSION SESSION

For Reflection and discussion sessions, the teachers will divide into 2 groups and the students will stay with their SDGs groups. Teacher distribution groups can be seen on attachment file:

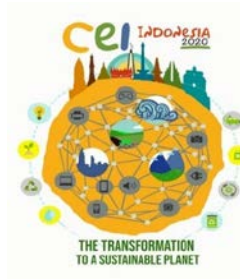
### **Teacher Reflection Groups**

## 6. FINAL CELEBRATION INFORMATION

Every participant will wear some head accessories from nature based or recycle /scraps with particular characters that refer to their country. Besides that, they will have national flag painting in their face too. Meanwhile all Indonesian teams will wear the headdresses of various tribes all over Indonesia.

## 7. CONFERENCE CERTIFICATE

To help you actively participate during the conference program, gain more knowledge, interact with other participants and get a conference certificate, we expect you to participate in at least 75% of the conference program. Certificate will be sent to you two weeks after the conference.



## 8. HOTLINE CENTER

During the conference, should you require more info, don't hesitate to contact us through the following links <http://bit.ly/ConsentFormCEI2020>

- a. Email: [ceiindonesia@gmail.com](mailto:ceiindonesia@gmail.com)
- b. Call center
  - <http://bit.ly/Hotlinecentre1ceiindonesia2020> (MS Teams)
  - <http://bit.ly/Hotlinecentre2ceiindonesia2020>
  - <http://bit.ly/Hotlinecentre3ceiindonesia2020>
  - <http://bit.ly/Hotlinecentre4Ceiindonesia2020>
  - <http://bit.ly/Hotlinecentre5ceiindonesia2020>
- c. Short Message Service
  - Stien Matakupan: +6282113898807
  - Khaira Fitmi: +6281315042366

We look forward to connecting with you

Kindest regards,

The CEI 2020 Conference Committee