



BRUNEI DARUSSALAM

2021



INSTRUCTIONS FOR REGISTRANTS OF THE THIRD ASEAN MILITARY MEDICINE CONFERENCE ON 25-26 MAY 2021

BACKGROUND

1. The ASEAN Military Medicine Conference (AMMC) was first convened in 2018 in the Republic of the Union of Myanmar as an initiative resulting from the discussions of the ASEAN Defence Ministers' Meeting-Plus (ADMM-Plus) Experts' Working Group (EWG) on Military Medicine, co-chaired by Myanmar and India. The aims of AMMC are to share knowledge, best practices and skills focusing on military medicine, and to strengthen the capabilities of the military medical services through cooperation among the ADMM-Plus member countries.
2. The Ministry of Defence, Brunei Darussalam will be **virtually** hosting the Third AMMC on **25 May 2021 and 26 May 2021 using Cisco WebEx platform**.
3. The two-day virtual event will feature keynote speeches, panel discussions and workshops with a theme of **“Pandemic Preparedness: Enhancing Readiness to Respond to and Manage Infectious Disease Outbreaks”**.

OBJECTIVES

4. The objectives of the Third AMMC are:
 - a) To facilitate opportunities for networking, collaboration and exchange of ideas amongst healthcare and military medicine professionals working in areas related to pandemic preparedness,
 - b) To encourage sharing of current strategies and practices adopted as well as challenges faced amongst ADMM-Plus member countries in pandemic response and management, and
 - c) To explore possible solutions for various issues in pandemic preparedness through discussions and interactive learning with subject matter experts (SMEs).

PARTICIPATION

5. All ADMM-Plus member countries as well as the Yale University and the Ministry of Health of Brunei Darussalam have been invited to take part in the Third AMMC as speakers, workshop facilitators and participants.
6. At least 36 accounts, each with varying number of individuals, have registered as “Participants”. A few accounts have been registered as “Observers”.
7. An invitation link is required to access the virtual event by all registrants.

CONCEPT

8. In light of the ongoing efforts in addressing the challenges brought upon by the COVID-19 pandemic, this event is themed “**Pandemic Preparedness: Enhancing Readiness to Respond to and Manage Infectious Disease Outbreaks**”.
9. The event will be divided into three main topics:
 - a) Addressing Pandemics through Population Health-based Approaches
 - b) Resources Management during Pandemics
 - c) Innovation and Health Technology for Pandemics
10. For each of the topic above, there will be at least two activities in the following formats:

a) **Keynote Speech.** Selected leaders in the field of military medicine will deliver a forty five-minute presentation, followed by a fifteen-minute Question & Answer (Q&A) Session with the participants. Keynote speakers are expected to deliver their presentation with slides on the Cisco WebEx platform. The presentation slides will also be distributed to all participants. Therefore, **all keynote speakers are required to email their slides to ammc2021.secretariat@mindef.gov.bn latest by Monday, 24 May 2021 at 11:30H (GMT+8).**

b) **Panel Discussion.** Moderated by a Royal Brunei Armed Forces officer, each panel discussion will feature three to four selected panelists with relevant professional experiences. Each discussion will run for forty five minutes, followed by a fifteen-minute Q&A session. Panelists are expected to provide value to conversations and to be able to answer questions posed by participants. No slides are required. A “Panel Discussion Info Pack” has been emailed to all panelists prior to the event.

- c) **Workshop.** The aim of a virtual workshop is to promote life-long learning and encourage discussions among participants, who will be divided into small groups using the Cisco WebEx platform’s “breakout rooms” feature. Each workshop is divided into three 20-minute parts: Part A involves a facilitator’s delivery of presentation using slides for twenty minutes, Part B involves small group discussions amongst participants in pre-assigned virtual rooms for twenty minutes, and Part C involves sharing sessions among participants, which will be moderated by the workshop facilitator for twenty minutes. The presentation slides in Part A will also be distributed to all participants. Therefore, **all workshop facilitators are required to email their slides to ammc2021.secretariat@mindef.gov.bn latest by Monday, 24 May 2021 at 11:30H (GMT+8).** Participants are required to download the “Workshop Info Pack” for reference throughout the workshop.
11. All activities will be conducted virtually using **Cisco WebEx, which can be accessed using a given link on a web browser or Cisco WebEx app.** All registrants should have received technical instructions through their respective Technical Point of Contact as provided in the registration form.
12. All speakers, workshop facilitators and participants will require the use of web camera for video as well as headphones/ speakers with microphones for audio.
13. All registrants should have received the following documents one day prior to the event via email or a download link in this webpage: <https://admm.mindef.gov.bn/Lists/AMMC/NewForm4.aspx>:
- a) Updated Version of “AMMC 2021 – Instructions”
 - b) Updated Version of “AMMC 2021 – Itinerary”
 - c) “AMMC 2021 Conference Booklet”
 - d) “AMMC 2021 – Workshop Info Pack” (Required for Workshops)
14. Final communication tests will be held on 25 May 2021 at 08:00H (GMT+8) and 26 May 2021 at 08:30H (GMT+8) for all registrants.
- ANY OTHER MATTER**
15. For any enquiries or further clarification, please contact the Third AMMC Secretariat at ammc2021.secretariat@mindef.gov.bn .