**Food and Agriculture Organization of the United Nations**

# Zoom Meetings
# Guidelines for Participants
# FAO Regional Conference for Asia and the Pacific
# 1-4 September 2020

This Virtual Meeting will be held using the platform Zoom. Interpretation will be available.

Participants can access Zoom from all devices, via web browser or App.
We strongly recommend downloading the App on your device for a better user experience and connecting your computer via an Ethernet (land wire) cable to your router, rather than using Wi-Fi. Disconnect other devices. Zoom requires at least 5 Mbps upload and download speeds for every zoom connection.

Please pay specific attention to the following procedures:

1. Click on the Zoom registration link received in the invitation and proceed with the registration for the meeting.

2. Enter your data in the Zoom Registration Form. **Government representatives**, please ensure that your Country name is inserted in English and in capital letters in the First Name field. Enter your full name (i.e. John Smith) in the last name field. Participants **from other organizations**, please enter your organization name (FAO, UN, IGO, CSO, Private Sector, Academia or Interpreter) in the First Name field. Enter your full name (i.e. John Smith) in the last name field.

Meeting Registration

Topic

Description

Time

First Name*

FAO

Last Name*

John Smith

Email Address*

John.Smith@fao.org

Confirm Email Address*

John.Smith@fao.org

* Required information

3. You will then receive a confirmation email with the link to access the virtual meeting room. FAO recommends completing the Zoom registration procedure at least 1 day before the start of the Meeting. FAO also recommends adding the meeting to your email calendar for easy access to the Zoom link and password. This meeting will have a waiting room to verify participants prior to entering the meeting. Please join the meeting at least 30 minutes prior to the meeting start time to avoid delays in joining the meeting.

4. Do not use your built-in computer microphone, as it will not provide sufficient sound quality.
- Use a USB-headset with integrated microphone.
- If not available, cellphone earphones/mic are better than none, but only wired, not Bluetooth.
- If no headset/mic is available, an external USB-wired microphone is the next best solution.
- If participants are in a group and have to use one microphone, make sure whoever is speaking is close to the microphone.

5. Turn off all sound notifications (Skype, WhatsApp, emails, etc.) while attending the meeting and ensure you are in a place with no background noise or echo.

6. Make sure you enter the virtual meeting room in **Mute mode** and click the Unmute button only when speaking.

7. Select the language you wish to listen to in the **Interpretation menu** (Chinese, English, French and Russian are available for this meeting).

8. If you wish to take the floor, use the **Raise Hand** function in the Participants menu. The chat function will be disabled. To applaud, please use the "Clapping Hands" function, which is in the Reactions button along the bottom toolbar.

9. Please have your **video and microphone on** when you take the floor. **Switch video off and mute the microphone** when you have completed your intervention. This will conserve bandwidth and facilitate a smoother conference experience.

10. In order to see the speaker in full-screen, please select "speaker view" instead of "gallery view" in the upper right corner of your zoom screen.

11. Please note that if you make an intervention in another language than the one that you are listening to, you need to turn interpretation off by selecting Off in the Interpretation menu.

12. Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.)

13. If you are planning to read a statement, send it to: APRC-Dialogue@fao.org prior to delivery and read it slowly. FAO will always treat the text as confidential and check against delivery.

14. In a virtual meeting, audio quality may deteriorate unexpectedly and become insufficient for interpretation purposes. Interpreters will indicate this verbally and resume interpretation as soon as the sound quality permits.