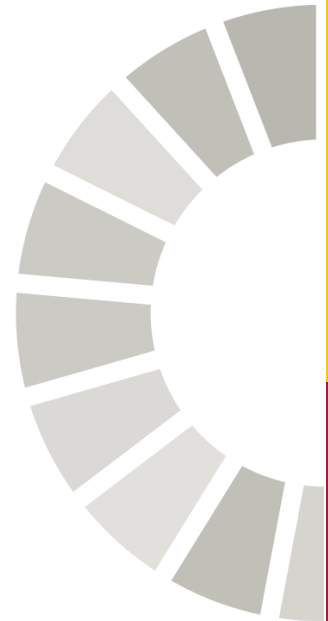




Food and Agriculture
Organization of the
United Nations



Online training on SDG Indicators 2.3.1 & 2.3.2

Rules for virtual meeting

17/18/19 August 2021

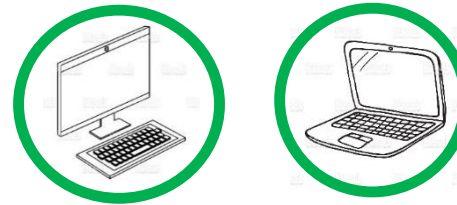


Faridun Hakimov

Office of the Chief Statistician

INSTRUCTIONS

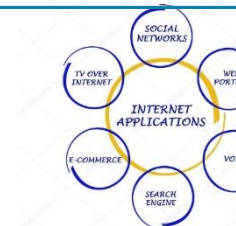
Preferably use a PC/laptop



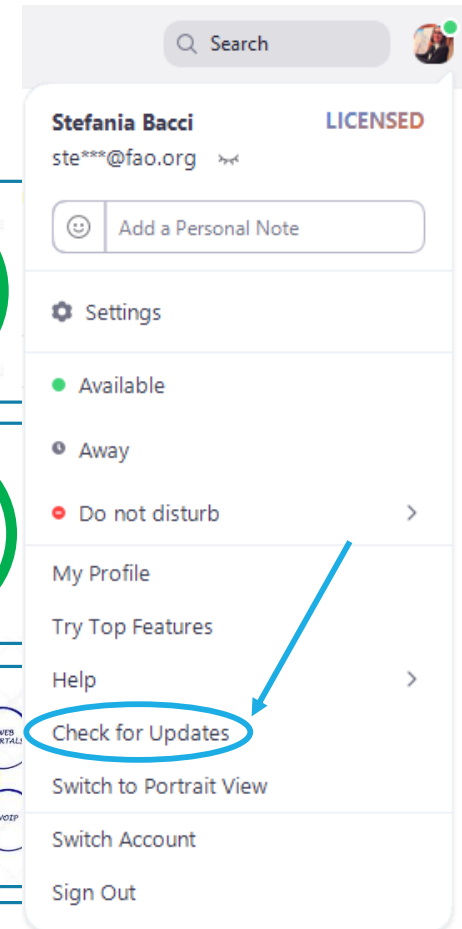
Make yourself comfortable in a silent room/environment and ensure a clear vision of the monitor



Close additional applications on your screen
Download the Zoom App - check for updates



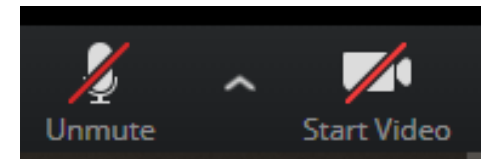
Use a headset with microphone and earphones



Sessions will be recorded - in case you don't want to show your face, please keep your camera off even if you are talking

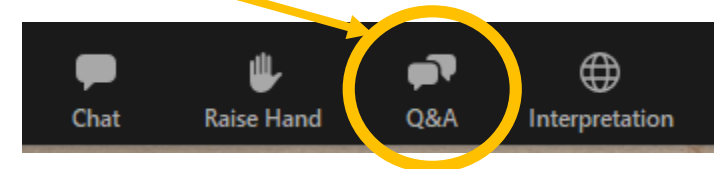
RULES (1/2)

- (For the lead representatives) Please stay in Mute mode and switch off the camera: use the two icons on the bottom left of Zoom interface

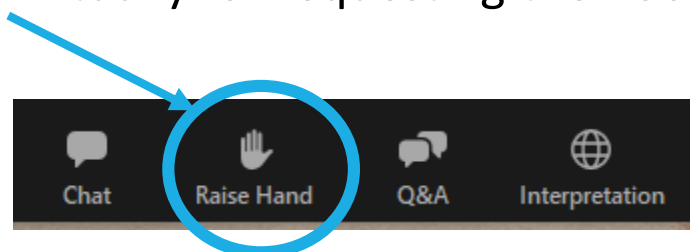


- If you have a question, write it in the Q&A box (NOT IN THE CHAT BOX) or write that you have one and wait for the team to give you the floor:

- unmute yourself and switch on your camera
- speak up your question
- please speak concisely, slowly and clearly
- mute yourself back, switch off the camera



You can also raise the hand virtually for requesting the floor: look for this symbol



RULES (2/2)

- (For the lead representatives) Please ensure that the name of your Country appears in the name box (CountryName + LastName) → → → → click on the dots appearing in the right hand corners of your image box, select Rename and insert your country name and last name
- From time to time the team will ask questions like quizzes in Zoom, please ensure you reply to all questions and you submit them
- If you have any questions, please use the Q&A to raise your question.
- I will help to facilitate during the training, so if you have any issues with Zoom or do not understand how to ask the question, please send me the message in the CHAT.

EXTRA INFORMATION

- ❑ **Recordings** of the entire virtual training will be shared with you via email after the third day
- ❑ We will share again the PPT with you after the third day, together with many other **supporting documents**

THANK YOU