



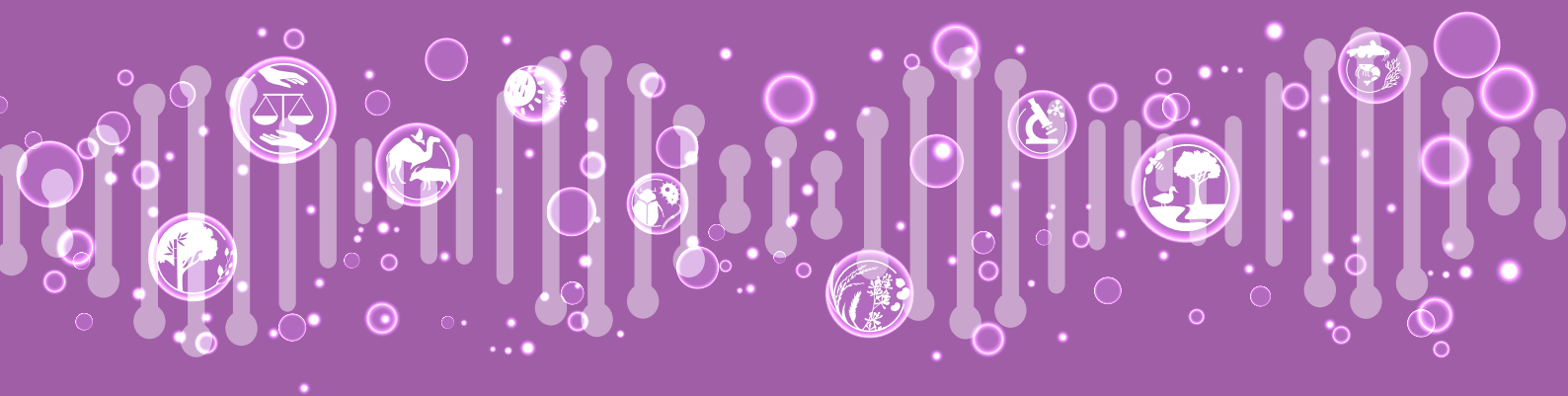
Food and Agriculture  
Organization of the  
United Nations

COMMISSION ON  
GENETIC RESOURCES  
FOR FOOD AND  
AGRICULTURE

# Global workshop on digital sequence information and genetic resources for food and agriculture

**14 & 15 NOVEMBER 2022**

**INFORMATION NOTE FOR PARTICIPANTS**



# Global Workshop on Digital Sequence Information and Genetic Resources for Food and Agriculture

## Information note for participants

### Introduction

The Global Workshop on Digital Sequence Information and Genetic Resources for Food and Agriculture will be held online from 14 to 15 November 2022, between 12:30-15:00 CET (UTC+1) and interpretation will be provided in the six official FAO languages - Arabic, Chinese, English, French, Russian and Spanish.

### Agenda

The provisional agenda of the workshop is detailed on the website:

[https://www.fao.org/cgrfa/meetings/DSI\\_workshop\\_2022/en/](https://www.fao.org/cgrfa/meetings/DSI_workshop_2022/en/)

### Registration

The workshop will be open-ended, open to all Commission Members and observers. Participants are asked to pre-register online via the following link: [https://fao.zoom.us/webinar/register/WN\\_vcKWu59DR0uQZ9BDVC556g](https://fao.zoom.us/webinar/register/WN_vcKWu59DR0uQZ9BDVC556g) and are asked to provide their names, email address and country/organizational affiliations. A confirmation email with the link for participants to access the virtual meeting room will be sent to the email address provided during the online registration. The link is unique to each attendee therefore registration is encouraged.

### Virtual Platform

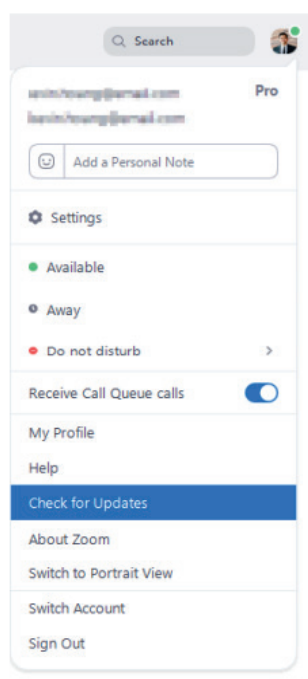
The workshop will be held as a webinar using the platform Zoom. Participants can access Zoom from all devices, via the web browser or using the Zoom application. Guidelines for participants applicable to Zoom Webinars are contained in Annex I of this document.

## Annex 1: Zoom webinar guidelines for participants

The workshop will be held as a webinar using the platform Zoom. Interpretation will be available in all official FAO languages.

Participants can access Zoom from all devices, via the Zoom desktop client (installed on the computer) or using the mobile app.

Zoom regularly provides new versions of the App. It is strongly recommended to check for updates frequently to ensure that the new features will work and to enhance the security of the App. To do so, open the App and click on your profile picture in the top right of the Zoom window, then click Check for Updates. If there is a newer version, Zoom will download and install it.



We strongly recommend connecting your computer via an Ethernet (land wire) cable to your router, rather than using Wi-Fi. Disconnect all other devices from your network, if possible, when using Wi-Fi.

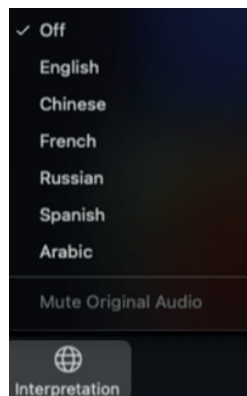
Please pay specific attention to the following information:

1. The workshop will be conducted as a Zoom Webinar. A confirmation email with the link for participants to access the virtual meeting platform as an attendee will be sent to the email address provided during the online registration. The link is unique to each attendee therefore registration is encouraged.

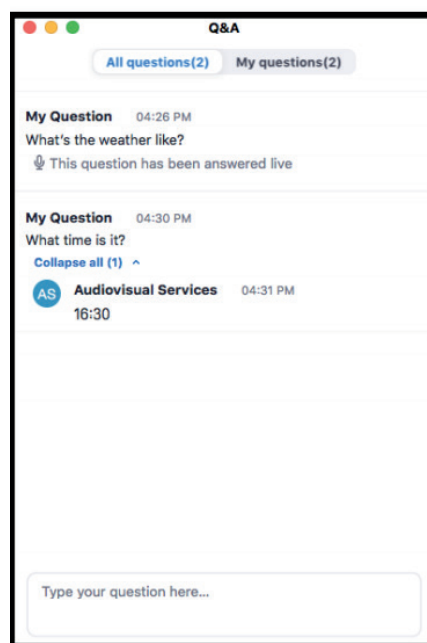
- Speakers are asked to join the meeting at least 30 minutes prior to the meeting start for verification purposes and to avoid delays in joining the meeting. A waiting room for speakers of the workshop will be enabled. Attendees are encouraged to join the workshop on time.
- Speakers are asked to make sure to enter the virtual meeting room in Mute mode and click the Unmute button only when speaking. Attendees are view-only participants who can be unmuted by the host.



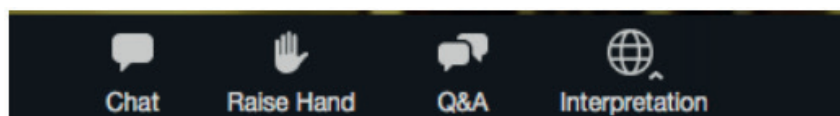
- Interpretations will be available, and languages can be selected in the Interpretation menu at the bottom bar of the Zoom window.



- A Q&A feature, when activated, will allow attendees to ask questions during the workshop and for the speakers and moderator to answer their questions, either verbally (live) or by typing a message in the Q&A box.



6. The Raise Hand function, when activated, will allow attendees to request the floor by clicking on the Raise Hand icon, which can be found in the bottom bar.



7. Please have your video camera on when you take the floor. You can switch the camera off and please mute the microphone when you have completed your intervention. This may conserve bandwidth and facilitate a smoother meeting experience. After your intervention, please use the Lower Hand function in the Participants menu.

8. Please note that the biggest impediment to interpretation is poor sound quality. In this regard, please 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/microphones are better than none, but only wired, not Bluetooth.
- If no headset/microphone is available, an external USB-wired microphone is the next best solution.
- 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.

9. Turn off all sound notifications (Skype, Whatsapp, emails, etc.), while making verbal interventions and ensure you are in a place with no background noise or echo.

10. 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.

11. Please adjust your speech to the remote distance environment (speak slower and more clearly)

12. If you are planning to read a statement, this in particular applies to Panelists, send it to: [FAO-Interpretation@fao.org](mailto:FAO-Interpretation@fao.org) prior to delivery and read it slowly. The interpreters will always treat the text as confidential and check against delivery.

13. Please bear in mind that in a virtual meeting room, audio quality may deteriorate unexpectedly and become insufficient for interpretation purposes. Our interpreters will indicate this verbally and resume interpretation as soon as the sound quality permits.