



Zoom guidelines for participants
36th Session of the Regional Conference for Asia and the Pacific (APRC36)
8-11 March 2022

The 36th session of the Regional Conference for Asia and the Pacific will be held in hybrid modality – in person at InterContinental Hotel, Dhaka, Bangladesh and through the Zoom videoconferencing platform.

Registration to Zoom Platform

Participants can download Zoom on all devices.

FAO strongly recommends downloading the Zoom 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 all other devices from your network.

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.

Please pay specific attention to the following information:

1. Participants accredited to APRC36 in Cvent <https://event-services.fao.org/36thAPRC> are registered on Zoom by the Secretariat with the email address provided during the accreditation phase.
2. Few days before the start of APRC36 registered participants will receive a Zoom confirmation email with the **unique link** and passcode to access the virtual meeting room. It is recommended to add the meeting to your email calendar for easy access to the Zoom link and passcode. **Sharing your personal link or ID and passcode will potentially undermine your participation to the meeting.**
3. A waiting room will be enabled 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.
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. Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.)
7. Please note that 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.

8. You will enter the virtual meeting room in **Mute mode**. Please click the Unmute button only when speaking.

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

10. If possible, please submit a written version of your Statement to APRC@fao.org by 28 February 2022, as mentioned in Paragraph 12 of the Information Note (APRC/22/INF/1). If this is not possible, please send the written version to APRC@fao.org and [FAO- Interpretation@fao.org](mailto:FAO-Interpretation@fao.org), at least one hour before delivery, to ensure accuracy of interpretation. Interpreters will treat any statements as confidential and check on delivery.

11. If you wish to take the floor, use the **Raise Hand** function in the menu of the Reactions button.

12. The chat function will be disabled. To applaud, please use the **Clapping Hand** function in the menu of the Reactions button.

13. Please have your **video and microphone on** when you take the floor and **mute the microphone** when you have completed your intervention.

14. 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.

END.

24 January 2022