

Zoom Meetings Guidelines for Participants

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 using a PC/laptop with Ethernet (land wire) connection rather than Wi-Fi.

Please use a USB headset or earphones with integrated microphone.

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.

Make sure you enter the virtual meeting room in **Mute mode** and click the Unmute button (1) only when speaking.

Select the language you wish to listen to in the **Interpretation menu** (2). Please note that, due to a technical limitation of the platform, Arabic can be listened to on the Korean channel; FAO has already requested Zoom to insert a dedicated Arabic channel in its next release.

If you wish to take the floor, use the **Raise Hand** function in the Participants menu (3).

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.

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

If you intend to read a prepared statement or make a presentation, in order to ensure accuracy of interpretation, please send it before the meeting starts or well before you speak to FAO-Interpretation@fao.org. This is solely for use by the interpreters, who will treat it as confidential and check it against delivery.

