



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 the Zoom desktop client (installed on the computer) or using the mobile app.

We strongly recommend downloading the latest version of Zoom 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 platform.

Please pay specific attention to the following information:

1. After confirming your participation via email to ippc@fao.org you will automatically be registered for the Zoom virtual meeting by the Secretariat.
2. A confirmation email with the link to access the virtual meeting room will be sent to the email address provided to the IPPC Secretariat. Please note that two dry-run sessions will be organized on 11 March 2021, from 9:00 to 10:00 am (CET), and from 6:00 to 7:00 pm (CET). The link to be used is the same for both the dry-runs and the actual CPM sessions. We strongly encourage you to attend at least one dry run sessions as to solve possible issues and ensure the smooth running of the CPM virtual sessions.
3. A waiting room to verify participants prior to entering the meeting will be enabled. Please join the meeting at least 30 minutes prior to the meeting start time to avoid delays in joining the meeting.
4. 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/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 **[1]**.
7. Select the language you wish to listen to in the **Interpretation menu [4]**.

8. If you wish to take the floor, use the **Raise Hand** function in the Reactions menu [3].

9. Please have your video on when you take the floor [2]. You can switch the video off and mute the microphone when you have completed your intervention. This may conserve bandwidth and facilitate a smoother conference experience.

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, avoid excessive use of acronyms, etc.)

12. If you are planning to read a statement, send it to: **FAO-Interpretation@fao.org with copy to IPCC@fao.org** prior to delivery and read it slowly. The interpreters and IPCC Secretariat will always treat the text as confidential and check against delivery.

13. 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.

