

**Zoom Meetings/Webinar**

**Guidelines**

Dear Madam/Sir,

You have already received a Zoom link to attend the meeting (it will be re- sent the day before the event and one hour before it). If you have not received it, please contact Natalie.Nicora@fao.org.

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.

If you have your intervention ready we ask you to please send it to Natalie.Nicora@fao.org so IPPC can share it in case you have problems with your computer.

AUDIO during the webinar:

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.

We ask you to please join the meeting **15 minutes** **before** the start time so we can verify your connection and audio quality. If we discover a problem, then this extra time may be needed to resolve it or find a workaround.

You may disable your audio/video at any time via the Zoom toolbar, if necessary. If you disable your audio/video you will need to re-enable it for participants to see/hear you.

Please have good lighting in your room and minimize outside noise.