



Zoom Webinars Guidelines for Participants

This Webinar will be held using the platform Zoom.

In case the Webinar requires pre-registration, please click on the link received in the invitation and proceed with the registration. You will then receive a confirmation email with the link to access the virtual meeting room.

If, when creating the event, the host has turned off the pre-registration function, then attendees can join by simply clicking the link at the time of the Webinar.

Participants in a Webinar are divided into two categories:

Panelists can take advantage of the full features of the Webinar. They can view and send video, screen share, annotate, etc. Please note that panelists will receive a direct email invitation with a personal and unique link, separate from the attendees of the Webinar. This personal panelist link must not be shared with anyone else.

Attendees are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat, if available. Attendees cannot interact with each other.

Zoom Webinars can be accessed from all devices, via web browser or App.

We strongly recommend downloading the App on your device for a better user experience and connecting your computer via an Ethernet (lan 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.

Test all technology (including microphone, camera, Internet connection, and screen sharing) before the meeting.

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/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.

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.

If you are a Panelist, make sure you enter the virtual meeting room in **Mute mode** and click the Unmute button only when speaking **[1]**.

Select the language you wish to listen to in the **Interpretation menu [4]**.

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

Please have your video on when you take the floor **[2]**.

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

In a virtual events, 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.

