



NORTH AMERICAN FOREST COMMISSION

THIRTY-FIRST SESSION

17-19 November 2021¹

INFORMATION NOTE FOR PARTICIPANTS

Queries on the content of this document may be addressed to:

**NAFC Secretariat
Forestry Division**
NAFC31-Secretariat@fao.org

I. GENERAL INSTRUCTIONS FOR THE CONFERENCE

1. The meeting will be held using the Zoom platform. Please connect to the session 5 to 10 minutes before it starts to give you enough time to check if everything is working. Mute your microphone, unless it is your turn to speak.
2. During questions, answers and general discussion use the "Raise your hand" function to indicate that you wish to speak. To do this, click on the "Reactions" button on the lower bar and then on the "Raise Hand" option. You will be notified when it's your turn to speak.
3. When you speak, do it slowly and turn on your camera.
4. Additionally, you can use the "Chat" option, located in the lower bar, to send comments and questions.
5. When presenting, you will be able to share your screen, by clicking "Share Screen". Zoom will present a list of all active applications and available desktops on your computer. To end the screen share, choose the "Stop share" option.

¹ Rescheduled from 13-15 September 2021

II. PLATFORM, CONNECTION DATA AND CONNECTIVITY

6. All participants must register for the meeting, through the link that will be provided at least one month prior to the meeting.
7. After registration you will receive a link, with which you can join the sessions.
8. When entering the session, log in with the following identification format: **COUNTRY- INSTITUTION- FIRST NAME AND LAST NAME**
9. **IMPORTANT:** We suggest downloading the app to your device for a better user experience, as well as the latest updates from the Account Menu by clicking on the "Check for Updates" option.
10. To ensure a better Internet connection, we recommend using a PC or laptop with an Ethernet cable connection instead of a Wi-Fi connection. The minimum recommended connectivity is 5 Mb upstream and 5 Mb downstream. In case of using Wi-Fi, avoid simultaneous connections.
11. We suggest that you test your equipment, in particular your camera and microphone, well before the meeting so you can ensure everything is working correctly.

III. SIMULTANEOUS INTERPRETATION

12. Simultaneous interpretation will be available in English and Spanish. You will be able to select the language of your preference in the lower bar by clicking the "Interpretation" button.
13. Adjust your speech to the remote environment (speak more slowly and more clearly, avoid excessive use of acronyms, etc.).
14. Note that in a virtual meeting, the audio quality may unexpectedly deteriorate and be insufficient for translation. The interpreters will verbally communicate this to you and resume the interpretation as soon as the sound quality allows it.