

# INFORMATION FOR PARTICIPANTS OF THE VIRTUAL FAO COUNCIL MEETING

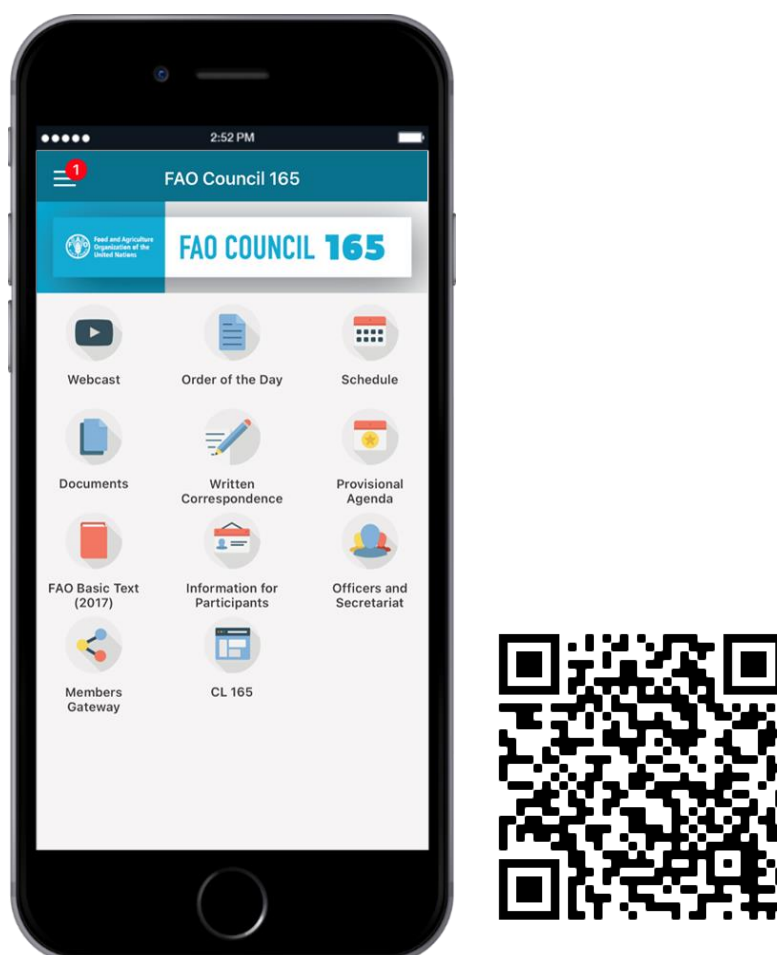
## Table of Contents

DOWNLOAD THE FAO COUNCIL APP .....	2
1. Official Registration to FAO Council: Members Gateway.....	3
2. Registration to Zoom Platform for FAO Council Meetings.....	3
Download Zoom.....	3
Procedure for registering to a Zoom meeting .....	3
Logging into the Zoom meeting .....	4
3. Guidance on using Zoom.....	5
Quality of Sound .....	5
Delivering Statements .....	5
Zoom Features .....	5
4. Special Virtual Meeting Procedures .....	7
5. Drafting Committee.....	7
6. Timetable and Schedule .....	7
7. Order of the Day .....	7
8. Interpretation and Statements .....	7
9. Verbatim Records .....	7

## [DOWNLOAD THE FAO COUNCIL APP](#)

Available in six languages the app will keep you up to date with  
Council proceedings using real-time notifications!

*Using your phone, scan the QR code below to download the App!*



For more information on how to access and use the app see the

[FAO Council App Guide](#).

## 1. Official Registration to FAO Council: Members Gateway

Log into the [Members Gateway](#) to Register to the FAO Council.

Please note that each participant will need to register with his/her own email. Each email will grant the participant access to the virtual meeting.

Delegates who have registered without providing their email are kindly requested to send their email address to FAO Council at [FAO-Council@fao.org](mailto:FAO-Council@fao.org). For clarifications or questions kindly contract [FAO-Council@fao.org](mailto:FAO-Council@fao.org).

## 2. Registration to Zoom Platform for FAO Council Meetings

The FAO Council will be conducted using the Zoom videoconferencing platform. Participants are kindly requested to **register beforehand** to be recognized upon entering the meeting, and to ensure an orderly and smooth functioning of the Council.

### Download Zoom

Participants can access [Zoom](#) from all devices, via web browser or App. FAO strongly recommends downloading the App 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.

FAO kindly advises participants to use Zoom in the following order of preference:

- Zoom desktop application (on your desktop/laptop);
- Zoom online via browser functionality (from a laptop or mobile device);
- Zoom mobile app (to be avoided if at all possible).

*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.*

### Procedure for registering to a Zoom meeting

1. Click on the link received in the invitation and proceed with the registration for the meeting.

## Meeting Registration

---

Topic

Time

---

First Name\*

COUNTRY/ORGANIZATION

Last Name\*

Email Address\*

Confirm Email Address\*

Country/Organization\*

\* Required information

Register

2. Enter your data in the Registration Form, making sure that your Country/Organization Name is inserted in English and in capital letters in the First Name field.
3. You will then receive a confirmation email with the link to access the virtual meeting room. FAO recommends completing the registration procedure at least 30 minutes before the start of the Meeting.

### Logging into the Zoom meeting

1. Click on the link in the confirmation email, and enter the provided password in order to access the meeting. FAO recommends logging into the meeting room at least 30 minutes before the start of the Meeting.
2. Participants are kindly requested to enter their name in the Zoom meeting in the following format:
  - For **Members** of the Council, please indicate the name of Member Nation or Member Organization, followed by your name.
  - For **Observers** of the Council, please indicate "Observer" followed by the name of your Member Nation, Associate Member or Organization and your name.

### 3. Guidance on using Zoom

*Following security alerts in the media related to vulnerabilities when using Zoom, please find below some recommendations to make your zoom experience as successful and secure as possible. 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.***

#### Quality of Sound

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, cell phone 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.

Please 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.

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

#### Delivering Statements

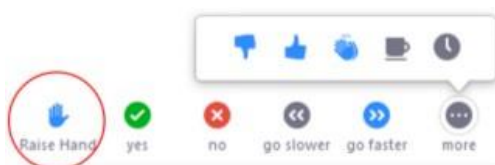
If you are planning to read a statement, send it to: [FAO-Interpretation@fao.org](mailto:FAO-Interpretation@fao.org) prior to delivery and read it slowly. The interpreters will always treat the text as confidential and check against delivery.

#### Zoom Features

Upon entrance to the Zoom meeting, the below features will contribute to a successful meeting experience. Features highlighted in the image are provided below.



1. **Mute/Unmute Button:** Once you have entered the virtual meeting room, please ensure that your microphone is muted. Should you wish to make an intervention, unmute your microphone by clicking the Mute/Unmute button.
2. **Video Button:** Click this button to turn your computer camera on or off.
3. **Participants Button:** Click on this button to see the list of all participants attending the meeting. The button has a menu where will find the below **Raise Hand Button**, used when you wish to **request the floor**. Once you have delivered your intervention, please click on the button again.



4. **Interpretation Button:** Click on this button to select the interpretation channel of choice. Interpretation is available in Arabic, Chinese, English, French, Russian and Spanish.

For technical assistance please write to [AudioVisual-Services@fao.org](mailto:AudioVisual-Services@fao.org).

## 4. Special Virtual Meeting Procedures

Details of special procedures for the virtual modality of the meeting, exceptional to the 165th Session, may be found on the Council's website in [Section II of document CL 165/INF/5 - Methods of Work for the 165th Session of the Council](#).

## 5. Drafting Committee

The Drafting Committee will meet in a separate Zoom meeting after the conclusion of the discussion of all items.

## 6. Timetable and Schedule

Morning sessions are from 09:30 to 12:30. Afternoon sessions are from 14:30 to 17:30, or later if required. Participants will receive notifications any changes to the schedule through the [FAO Council App](#).

## 7. Order of the Day

An [Order of the Day](#) is circulated in all languages of the Organization, the evening before the schedule of meetings to which that Order of the Day refers. When the document becomes available, participants will receive a notification through the [FAO Council App](#).

## 8. Interpretation and Statements

Simultaneous interpretation in all six languages of the Organization will be available for all virtual meetings of the 165th Session of the Council. Please submit your Statement to [FAO-Interpretation@fao.org](mailto:FAO-Interpretation@fao.org), at least **one hour before delivery**, to ensure accuracy of interpretation. Interpreters will treat any statements as confidential and check on delivery.

## 9. Verbatim Records

Please note that corrections to Verbatim Records may be submitted to the Verbatim Team at [Verbatim-Team@fao.org](mailto:Verbatim-Team@fao.org) by the 18 December 2020. Participants will receive notifications when Session Verbatim Records (PVs) are made available in the Members Gateway.