



Food and Agriculture
Organization of the
United Nations



The International Treaty
ON PLANT GENETIC RESOURCES
FOR FOOD AND AGRICULTURE

INTERNATIONAL TREATY ON PLANT GENETIC RESOURCES FOR FOOD AND AGRICULTURE
FIFTH MEETING OF THE AD HOC TECHNICAL COMMITTEE ON CONSERVATION AND SUSTAINABLE USE
4 -7 October 2021
NOTE FOR PARTICIPANTS

1. MEETING INFORMATION

1. The meeting will open on **Monday, 4 October 2021, at 13:00 hrs CEST (Rome time)**, through the Zoom platform. The session will end **at 16:00 hrs CEST** and the same time schedule will be used on each day of the meeting until **7 October**.
2. Pre-registration for the meeting **is required** and has been enabled to ensure that participation in the meeting is limited to Members and Experts of the Committee, pre-approved observers and relevant members of the Secretariat. The meeting will be conducted in English only.
3. Pre-registration is now open. The Secretariat recommends that you complete the registration procedure as early as possible, and at least three hours before the start of the meeting.
4. To register for the meeting, you will need to take the following steps:
 - a) Click on the below pre-registration link:
<https://fao.zoom.us/meeting/register/tJAscOmrqTotH9WbBR1Ia2GFEZU3iO7oVSq7>
 - b) Enter your name, country and preferred email address in the required fields.
 - c) If you do not have a Zoom account linked to your email address, a message will appear providing a link to where you may sign up for free. You may unsubscribe at any time.
 - d) Once you have registered for the meeting, you will receive an email providing you with a link and password to use in order to access the virtual meeting room.
6. The provisional agenda and other documents are available on the Treaty's website at: <http://www.fao.org/plant-treaty/meetings/meetings-detail/en/c/1259563/>
7. For assistance from the International Treaty Secretariat, please send an E-mail to pgrfa-treaty@fao.org

2. ZOOM features

8. Zoom Meetings are conceived for collaborative events with all participants being visible, able to turn their video and audio on, share the screen if relevant and see who else is attending the meeting.

9. The Secretariat will act as “host” of the virtual meeting, together with the Co-Chairs, and will be responsible for checking and admitting participants through a virtual **waiting room**. The host and co-hosts will be able to monitor all participants’ activities and enable/disable access to the meeting as appropriate.

10. The **Host** may set all participants to mute upon entry, however all participants may mute/unmute their own audio. It is requested that participants keep the microphone on mute, unless when needing to speak, to allow a better audio quality for all. Silent observers should keep their microphone set to mute throughout the course of the meeting.

11. Participants are requested to keep their **video** on, where possible, to help facilitate the work of the Co-Chairs. It is advised to display your full name and country on your video or profile screen (depending on the device you are using this may be modified by clicking on your display name or the three dots appearing on your video image and selecting *Rename*).

12. **International dial-in numbers.** If you do not have access to a desktop, laptop or smartphone Zoom App, it is possible to use a **dial in** number followed by the meeting ID and pound key to join the meeting. In this case, please inform the Secretariat prior to the meeting so that a separate instruction on “how to connect” using **dial in** can be sent to you. Kindly note that your participation would be limited to audio only.

13. Participants can access Zoom from all devices, via web browser or App. It is strongly recommended downloading the App on your device for a better user experience and using a PC/laptop with ethernet (land wire) connection rather than Wi-Fi.

14. The **Participants** list is visible to all participants and allows important functions at the bottom, such as **Raise hand**. The Raise Hand function allows attendees to request the floor by clicking on the hand icon and this will be shown at the top of the Participants list.

15. During the meeting, participants can chat with all or with individuals in private message. In this meeting, it is requested to keep the **Chat** function only for technical problems. The chat messages can be downloaded after the meeting. In the Chat feature, participants can find the function of **File transfer**. Select “more” and choose the option to *Share file in meeting* to send the document.

3. System requirements to join in a Zoom meeting

- PC or laptop with a good, stable internet connection. Smartphone is also possible.
- Speakers and a microphone, built-in or USB plug-in or wireless Bluetooth
- A webcam or HD camcorder, built-in or USB plug-in
- Dial in Phone numbers with international access (less preferred mode) as it would not allow you to see the other features or Zoom meeting, limited to audio only.
- Any technical matters should be referred to Audiovisual-Services using the private chat function.

4. General tips for participants

- Mute your microphone, to help background noise to a minimum, when you are not speaking
- Be mindful of background noise, when your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Position your camera properly, if you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible.
- Limit distractions, by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- Avoid multi-tasking, refrain from replying to emails or text messages, during the meeting.