

## **Information for Participants**

The 164<sup>th</sup> Session of the Council will be conducted on the Zoom videoconferencing platform.

### **Registering for the 164<sup>th</sup> Session of the FAO Council**

Accreditation for the 164<sup>th</sup> Session of the Council opened on 8 June 2020, on the [Members Gateway](#).

Please note that each participant will need to insert an email account in the form for accreditation. The same email address should be inserted in the Zoom registration form, to grant the participant access to the virtual meeting platform.

Delegates who have been accredited on the Members Gateway 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 contact [FAO-Council@fao.org](mailto:FAO-Council@fao.org).

### **Zoom Guidelines**

Interpretation will be available in all six languages of the Organization. Please note that, due to a technical limitation of the platform, Arabic is available on the Korean channel.

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.

### **Logging in to Zoom**

The Council will be conducted on the Zoom videoconferencing platform, using the ‘Meeting’ format. Participants are kindly requested to register beforehand, with the same email address provided for the registration on the Members Gateway, in order to be recognized upon entering the meeting, and to ensure an orderly and smooth functioning of the Session.

Upon receiving confirmation of your registration, you will receive an email with instructions regarding how to access the virtual meeting. Participants can directly access the meeting by clicking on the link provided in the email.

All participants inside the virtual meeting will be visible to one another and will be able to turn their video and audio on and off. All participants are encouraged to remain in mute mode until given the floor to speak, and to keep their video on to ensure transparency and inclusiveness.

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.
- For Observers of the Council, please indicate “Observer” followed by the name of your Member Nation, Associate Member or Organization.

### **Virtual meeting rooms for Regional Groups**

Each Regional Group will have a dedicated Zoom meeting room at their disposal for the entire Session.

A meeting ID and password for virtual meeting rooms will be communicated to the Chairpersons of each Regional Group.

### **Important Security Advice**

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.

### **Install Zoom on your Computer**

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).

### **Guidance on using Zoom**

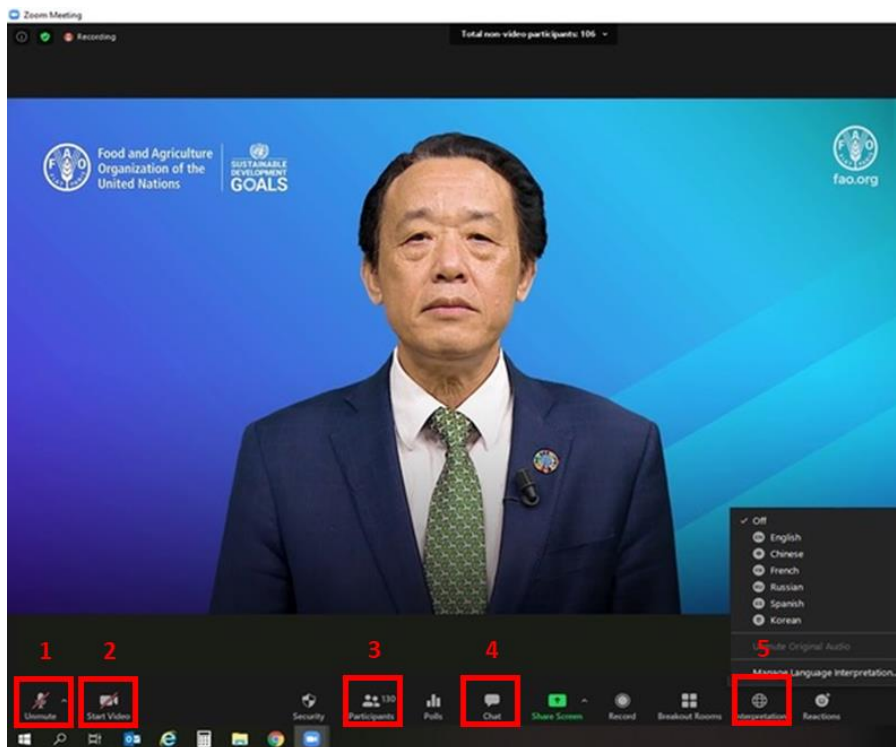
It is recommended to use a USB headset or earphones with an integrated microphone to increase the quality of your intervention.

It is also recommended to turn off all sound notifications (Skype, WhatsApp, emails, etc.) while attending the meeting, and ensure there is no background noise or echo.

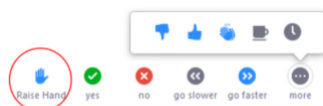
When delivering an intervention, please adjust your speech to the remote distance environment by speaking slowly and clearly, and avoiding excessive use of acronyms.

### **Features**

Upon entrance to the Zoom meeting, the below features will contribute to a successful meeting experience.



1. **Mute/Unmute:** 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 button shown above.
2. **Video:** Click this button to turn your video on/off.
3. **Participants:** This menu displays a list of all participants attending the meeting. Inside the Participants tab, you will find the “**Raise Hand**” function. Click the “**Raise Hand**” button to **request the floor**. Please click the button again after you have delivered your intervention.



4. **Chat:** This function will be disabled for the 164<sup>th</sup> Session of the Council.
5. **Interpretation:** Select the language you wish to listen to in the interpretation menu. Due to a technical limitation of the Zoom platform, Arabic is available on the Korean channel.

## Assistance

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

**Dry-run**

A dry-run will be held on 2 July 2020, 14:00-16:00 (GMT +2). This session will allow participants of the 164<sup>th</sup> Session of the Council to gain familiarity with the features of the Zoom meeting and to test connectivity.