



17 - 21 October 2022

FAO SCIENCE AND INNOVATION FORUM

Harnessing science, technology and innovation for transforming our agrifood systems



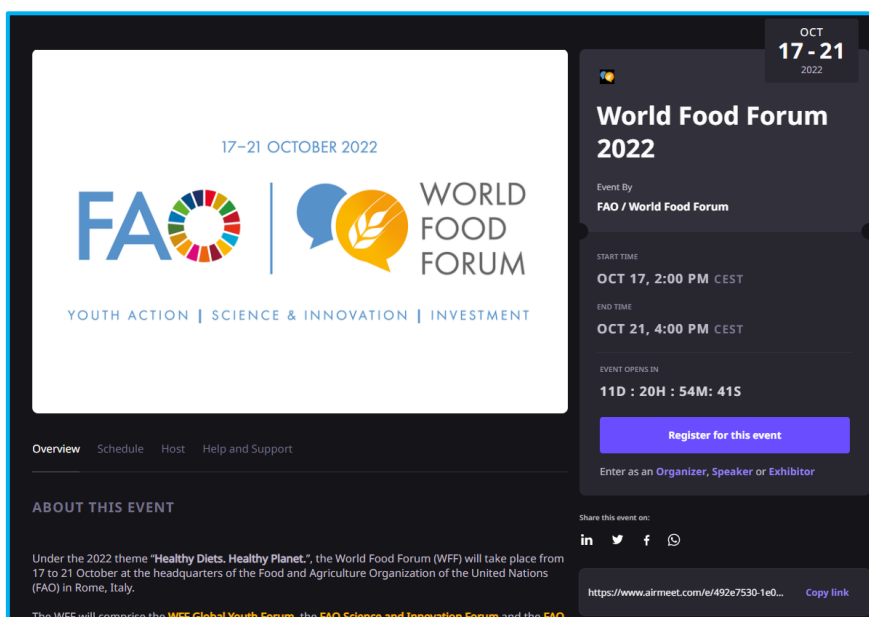
FAO Science and Innovation Forum

FAO/WFF Airmeeet Platform - A step-by-step guide for participants

To participate in the **FAO Science and Innovation Forum**, the first thing you need to do is to register for the event.

Step 1: Registration

1. Click [this text](https://www.airmeet.com/e/492e7530-1e03-11ed-91e6-97f7b110517b) for registration link or copy-paste the link to your browser: <https://www.airmeet.com/e/492e7530-1e03-11ed-91e6-97f7b110517b>. The link will take you to the page below.
2. Click on the **“Register for this event”** button on the FAO/WFF Airmeeet platform.



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- Enter your email address (this is the email to which the confirmation required to complete your registration will be sent).
- Read the **Terms of Use** and **Privacy Policy**, then check the box to confirm.
- Once you have clicked on **'Submit'**, a new window (Register in three steps) will be displayed to allow you to register for the FAO Science and Innovation Forum.
- Enter all personal information indicated as mandatory (items marked with an asterisk *).

Register in three steps

To register for the event, you need to follow these steps.

1 2 3

Fill Registration form

Please fill in your registration details below


First Name* Last Name*

Middle Name

NOTE: This form is for virtual registration. In-person registration has closed. If you need in-person registration support please reach out to Flagship@world-food-forum.org.

Email Address*

Re-enter Email Address*

 Phone Number


WFF Field(s) of Interest (choose all applicable) *

WFF Global Youth Forum

FAO Science and Innovation Forum

FAO Hand-in-Hand Investment Forum

Proceed



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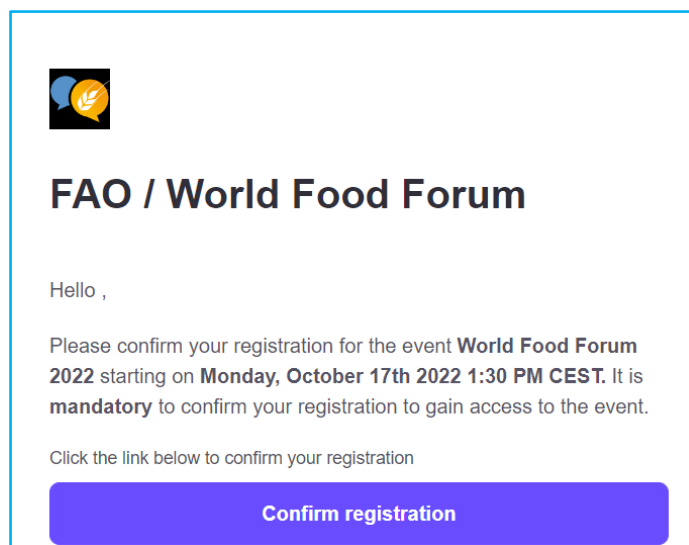
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- Select FAO Science and Innovation Forum, one of the WFF Field(s) of interests. You can also select all the three fora in the list, should you want to attend all the events of the week, which comprises the WFF Global Youth Forum and the FAO Hand-in-Hand Investment Forum as well.
- Click the “**Proceed**” button to finalize the registration.

Important: To complete the registration you must check your email and confirm your registration using the link on the email received. If you do not complete the registration, you will not be able to attend any of the online sessions.

Note: You should receive the confirmation email within a matter of minutes. If you do not receive it, **check your spam folder.**



- Click on ‘**Confirm registration**’ and you will be redirected once again to the FAO/WFF Airmeet platform.

Important: You will receive the FAO/WFF Airmeet Platform link via email prior to the Forum kick off. This is the link you will use every time you will want to go to the FAO/WFF Airmeet platform to follow events and activities.



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The screenshot shows the 'Overview' page of the event. On the left, there is a large white box with the event title '17-21 OCTOBER 2022' and the logos for 'FAO' and 'WORLD FOOD FORUM'. Below the logos, it says 'YOUTH ACTION | SCIENCE & INNOVATION | INVESTMENT'. On the right, there is a dark grey sidebar with the event details: 'World Food Forum 2022', 'Event By: FAO / World Food Forum', 'START TIME: OCT 17, 1:30 PM CEST', 'END TIME: OCT 21, 4:00 PM CEST', and 'EVENT OPENS IN: 6D : 1H : 5M : 36S'. At the bottom of the sidebar are buttons for 'Add to calendar' and 'Copy Link'. Navigation tabs at the bottom include 'Overview', 'Schedule', 'Host', and 'Help and Support'.

From here you can scroll down the page to start browsing the schedule of the FAO Science and Innovation Forum to decide which sessions to attend.

The screenshot shows the 'Schedule' page. At the top, there are navigation tabs for 'Overview', 'Schedule', 'Host', and 'Help and Support'. Below this is a 'SCHEDULE' section with a 'Tracks' filter bar containing various room names like 'Plenary Hall', 'Green Room', 'Red Room', etc. A calendar view shows the dates from Oct 17 to Oct 21. The main content area lists sessions with their times and details:

- 1:30 PM: YB00 - Spiritual Opening Ceremony (15 mins, Boassu FoodLab)
- 2:00 PM: GO01 - WFF 2022 Grand Opening (210 mins, Plenary Hall)
- 4:00 PM: YB01 - Opening Sami Reception (30 mins, Boassu FoodLab)
- 4:30 PM: YB02 - TV talked show Chef Oropesa & Slije Karine Muotka & Chef Alfred Larsen (90 mins, Boassu FoodLab)

 Each session has an 'Add to calendar' button. On the right, there is a sidebar with event details similar to the overview page, but with 'EVENT OPENS IN: 6D : 0H : 34M : 25S'. At the bottom right, there is a 'Share this event on:' section.

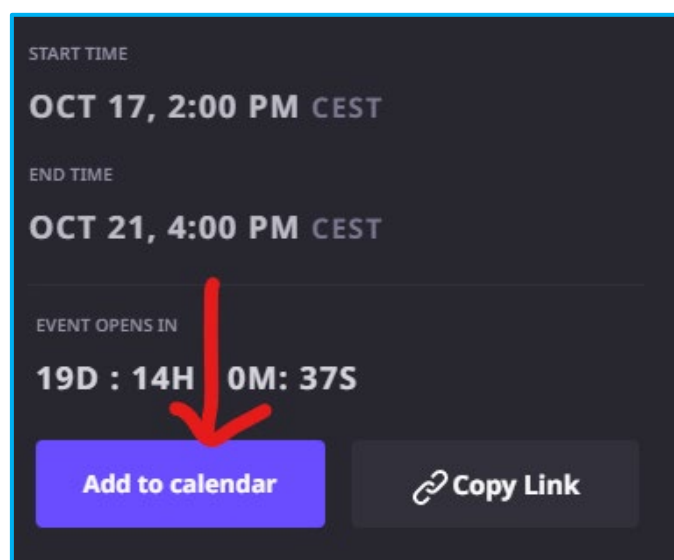
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You can also set a reminder for those sessions that are of interest to you by clicking on “**Add to calendar.**” Please note that most sessions will be in Rome time (CEST or GMT+2). By adding the sessions to your calendar, the times will be adjusted to your time zone.



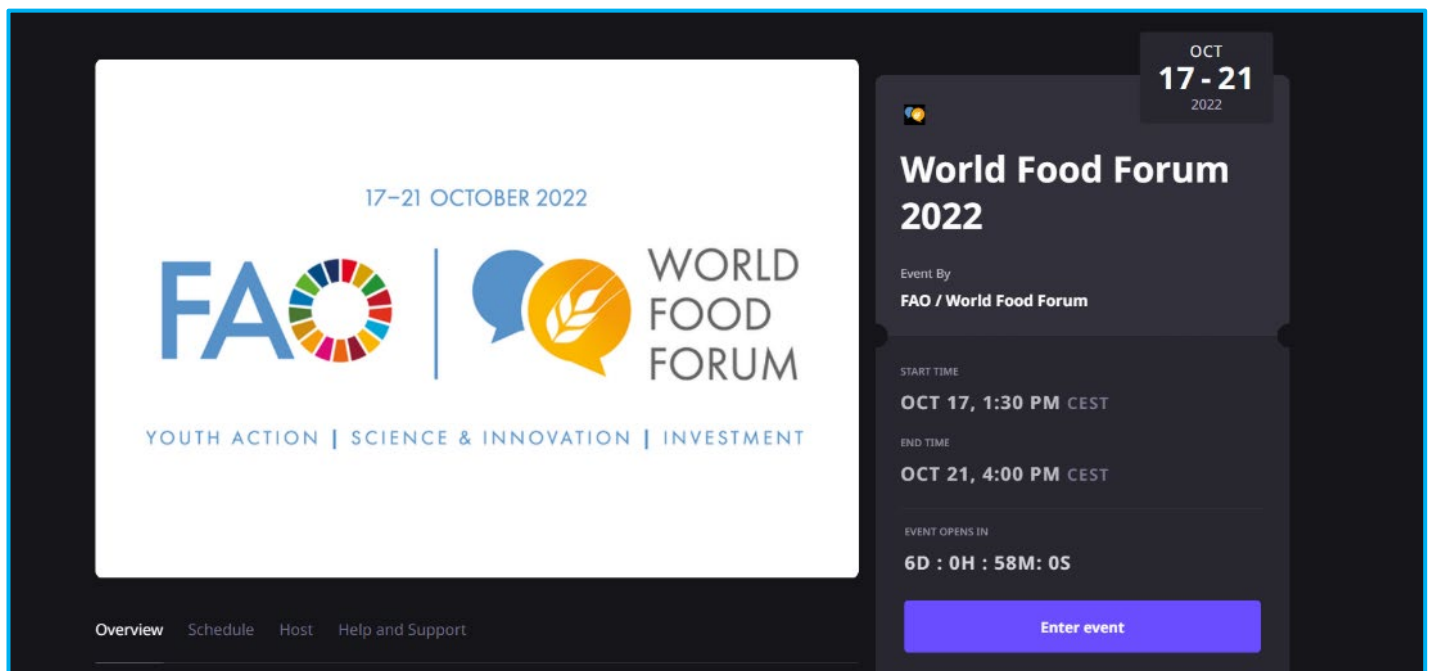
Step 2: Navigating the Airmeet Platform

- You must use your unique link to attend the event.
- Click ‘**Enter event**’ and login with the same e-mail you used during the registration process.

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17-21 OCTOBER 2022

FAO | **WORLD FOOD FORUM**

YOUTH ACTION | SCIENCE & INNOVATION | INVESTMENT

OCT 17 - 21 2022

World Food Forum 2022

Event By
FAO / World Food Forum

START TIME
OCT 17, 1:30 PM CEST

END TIME
OCT 21, 4:00 PM CEST

EVENT OPENS IN
6D : 0H : 58M : 0S

[Enter event](#)

[Overview](#) [Schedule](#) [Host](#) [Help and Support](#)

- You will be asked to give permission to turn on video and microphone; as well as adjusting your background.

Note: A reliable internet connection is recommended - it is recommended to access the FAO/FAO Airmet platform using a desktop/laptop with the Chrome browser.

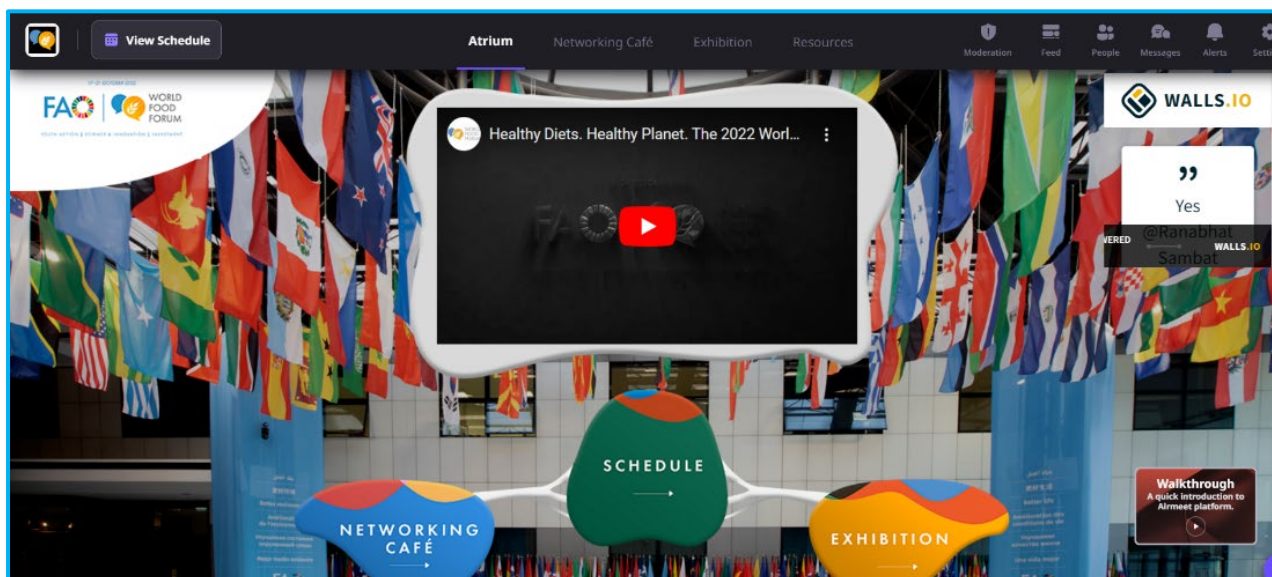
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- Once your registration is confirmed, you will be in the WFF Airmeet platform reception area, which resembles the actual Atrium at FAO Headquarters.



The reception area is the welcome area for attendees. Here, you can see ongoing and live sessions, and interact with people in the lounge.

Clicking on '**NETWORKING CAFÉ**' allows you to attend networking sessions and clicking on '**EXHIBITION**' will allow you to view the exhibition booths.

To attend the sessions, click '**SCHEDULE**'. This displays the calendar of sessions daily and allows you to search for specific sessions.

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Schedule

2022

October

17 Mon

18 Tue

19 Wed

20 Thu

21 Fri

Day 1 - 17 October 2022

01:30 PM - 01:45 PM

YB00 - Spiritual Opening Ceremony

Boassu FoodLab

Session • Boassu FoodLab

02:00 PM - 05:30 PM

GO01 - WFF 2022 Grand Opening

Plenary Hall

Session • Plenary Hall

04:00 PM - 04:30 PM

YB01 - Opening Sami Reception

Boassu FoodLab

Session • Boassu FoodLab

04:30 PM - 06:00 PM

Filter By

My Meetings 0

Tracks

Plenary Hall ⓘ

Green Room ⓘ

Red Room ⓘ

[View more](#)

Tags

#global youth

#common events

#indigenous events

#regional events

#investment

#science&innovation

[View less](#)

On the right-hand bar, you can also use the existing filters (tracks/tags) to identify quickly those sessions of interest.

Note: For more information, click on the ‘Walkthrough a quick guide on Airmeet’ video on the bottom right-hand side of the screen for a general video guide on the use of the FAO/WFF Airmeet platform.

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Step 3: Viewing, Listening and Interacting during events

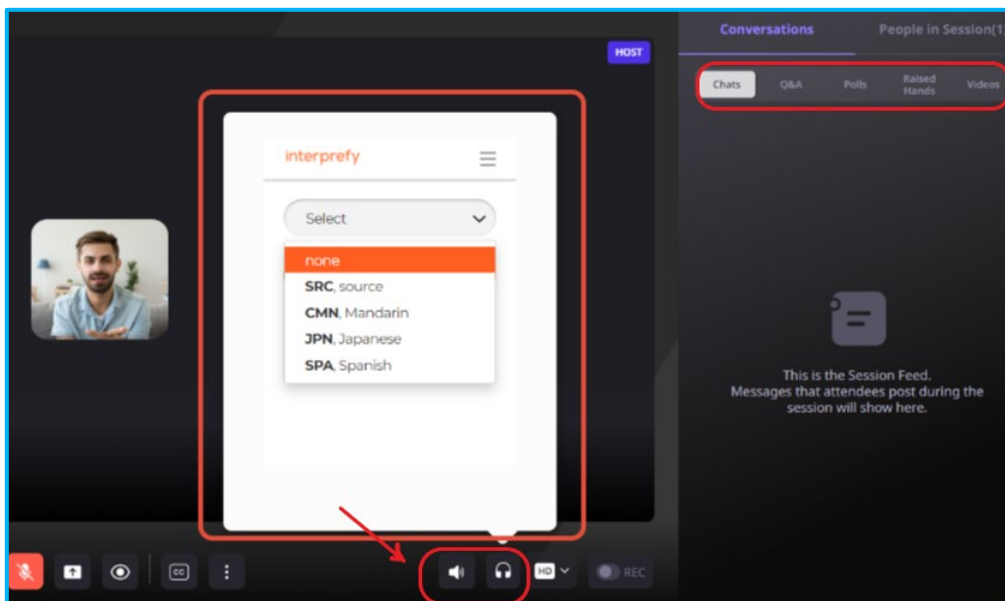
Click on the name of the session that you wish to attend and click 'Join'. You will be able to attend the live event or view the recording of the event at a later stage if you wish.

After a 10-second countdown displayed on the screen, the session starts. If you are in a different area of the Airmet FAO/WFF platform, you will receive a default notification that the session has started.

When you join a session, you will view the video and hear the floor language of the meeting. If the session has interpretation available, you will be able to select the language(s) available by clicking on the **headphone icon**  at the bottom of the screen.

Note: It is important to mute the floor language when selecting one of the interpreted languages otherwise you will hear both tracks at once.

To mute the floor, click on the **Speaker icon**  at the bottom of the screen.



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Once the session begins, you will be able to do the following from the right-hand bar of the screen:

- **Raise Hand:** If you want to interact with the speaker and the host, you can choose to do so by selecting the "Raise hand" button in the stage's bottom control bar. If the host accepts your request, you'll share the stage with the speaker and be visible and audible to all participants.
- **Ask a question:** You can use the Q&A section on the RHS to ask questions. These will be passed onto the speakers/panel participants in Zoom as they will not be seeing the questions raised in the Airmeeet platform, so expect additional delays in having your questions answered.

We recommend you use this section to ask a question instead of using the general chat. You can also "Upvote" a question already asked to help hosts pick up questions based on popularity.

- **React with Emojis:** You can quickly react and offer motivation or applause to the speaker using emojis.
- **Report a message:** If you come across a message with objectionable content, you can report it to the host.
- **Polls:** Participate in "Polls" conducted by the host to share your views.
- **Chat:** This can be public event chat or direct/private chat. All the participants can view the general chat. Again, these will be passed onto the speakers/panel participants in Zoom as they will not be seeing the chats raised in the Airmeeet platform, so expect additional details in having your comments answered.

To have a private chat with a specific participant:

- Hover over their display image on the "People" section, click on the "**Send Message**" button and write a message, or
- Hover over the chat of other attendees, click on the 3-dot button and send a "**Direct message.**"

Note: Any participant can choose to "Accept" or "Decline" the request for a private chat.



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For more information on how to participate as a non-speaker/panellist on the FAO/WFF Airmeet platform, go to:
<https://help.airmeet.com/support/solutions/articles/82000480786-step-by-step-guide-for-attendees-conference-format>

Quick Tips

For a flawless experience using the FAO/WFF Airmeet platform to attend the Science and Innovation Forum, keep the following in mind:

- Use a Laptop and Google Chrome to join.
- Have a stable internet connection - if using any VPNs or anti-viruses, please turn them off for a smooth experience.
- Test your video and audio devices ahead of time.
- If you have difficulty seeing the speaker's feed, refresh the page/restart browser, and ensure that you close any other video conferencing tool you may have used recently.

Attendee Troubleshooting Guide

- Technical Instructions manual for attendees - [Click Here](#)
- Attendee Troubleshooting – [Click Here](#)

Technical Instructions - General

- How much network bandwidth (internet speed) do I need to join an Airmeet - [Click Here](#)
- Safari browser compatibility and known technical issue - [Click Here](#)
- What browsers are supported by Airmeet - [Click Here](#)
- How do I prepare my network in case of firewall or VPN to access Airmeet - [Click Here](#)
- How to check your internet connection & current bandwidth – [Click Here](#)