


QUICK START GUIDE FOR


VIRTUAL MEETINGS

REGISTER - 3 STEPS


1 Ask your Codex Contact Point to register you on the Codex Online Registration System, as soon as possible and no later than 48h before the meeting start date.



2 Pre-register on Zoom as soon as the Codex Secretariat advises you to do so



3 Save the unique Zoom meeting link and password that you will receive by email




REMEMBER One link = one entry – so do not share your meeting access details

Make sure you are using the latest version of Zoom




[CLICK HERE](#)


Check your internet connection




Identify a quiet location to sit during the meeting and turn off sound notifications on your device



Use a USB-headset with integrated microphone for maximum quality



Check that your video camera works



GET TECH READY



IDENTIFY YOURSELF

Your name display is your meeting badge



MEMBER COUNTRY /MEMBER ORGANIZATION NAME - Name, Surname as per registration

OBSERVER ORGANIZATION NAME –

Name, Surname as per registration

PUBLIC – Name, Surname as per registration

Heads of Delegation – Insert (HD) after MEMBER or OBSERVER name

To rename in Zoom








OPTION 1

Click the three dots in the top right corner of your image/video stream and select "Rename"

OPTION 2

Find your name in the participants list, select "More", and then "Rename"

GET ZOOM READY – HOW TO USE THE ONLINE PLATFORM

-  Select your language channel.
-  Mute your microphone unless the chairperson gives you the floor.
-  Use "raise hand" to make an intervention.
-  Turn on your video when speaking.
-  Use chat for issues relevant to the meeting. Do not post unrelated material on chat. Check chat often in case the Secretariat is trying to contact you.





Schedule - available on the meeting webpage



Meeting documents - available on the meeting webpage



INTERVENTIONS

-  Speak clearly at a steady pace – a two-minute timer will appear on the screen
-  For top tips on intervening in a virtual meeting, [CLICK HERE](#)



FOR SUPPORT | contact codex@fao.org or write to us in the chat during the meeting