

QUICK START GUIDE FOR

VIRTUAL MEETINGS

REGISTER - 3 STEPS



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.



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



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



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-

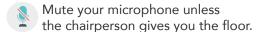
Click the three dots in the top right corner of your image/video stream and select "Rename"

OPTION 2-

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

GET ZOOM READY – HOW TO USE THE ONLINE PLATFORM





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

