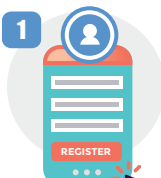




# QUICK START GUIDE FOR CODEX MEETINGS

**CODEX  
ALIMENTARIUS**  
INTERNATIONAL FOOD STANDARDS

## 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

[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](mailto:codex@fao.org) or write to us in the chat during the meeting**