

## Instructions for participating to the Webinar

### Important steps before connecting to the Adobe Connect:

To ensure that you are able to join the webinar please test your internet connection speed days in advance. If you have problems please request assistance from your IT department.

#### A. Test your internet connection here:

[http://fao.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://fao.adobeconnect.com/common/help/en/support/meeting_test.htm)

Adobe Connect requires you to set up your audio through a series of steps explained in this quick tutorial. Please do so before the meeting (at least one hour before) and in case of problems please contact your IT department or send an e-mail to [GM-Platform@fao.org](mailto:GM-Platform@fao.org).

#### B. Using the Audio Setup Wizard video: <https://www.youtube.com/watch?v=aVhSJpoLGiE>

It is better if there is only one participant per computer. If more people use the same computer with multiple headsets, please bear in mind that you may experience echo problems.

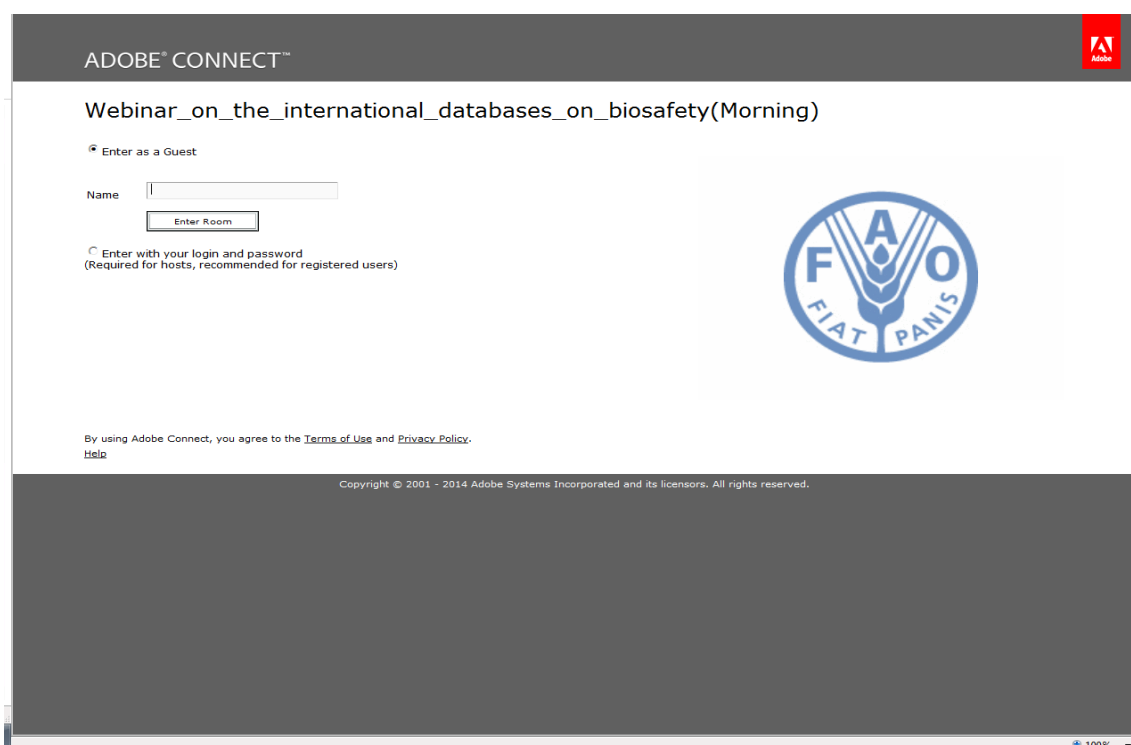
Please close Skype or any other audio-required software/applications before joining the webinar in order to avoid audio problems.

### Step by step instruction to connect to the Adobe Connect

1. Click on the meeting link: <http://fao.adobeconnect.com/fao-cbd-oecd>

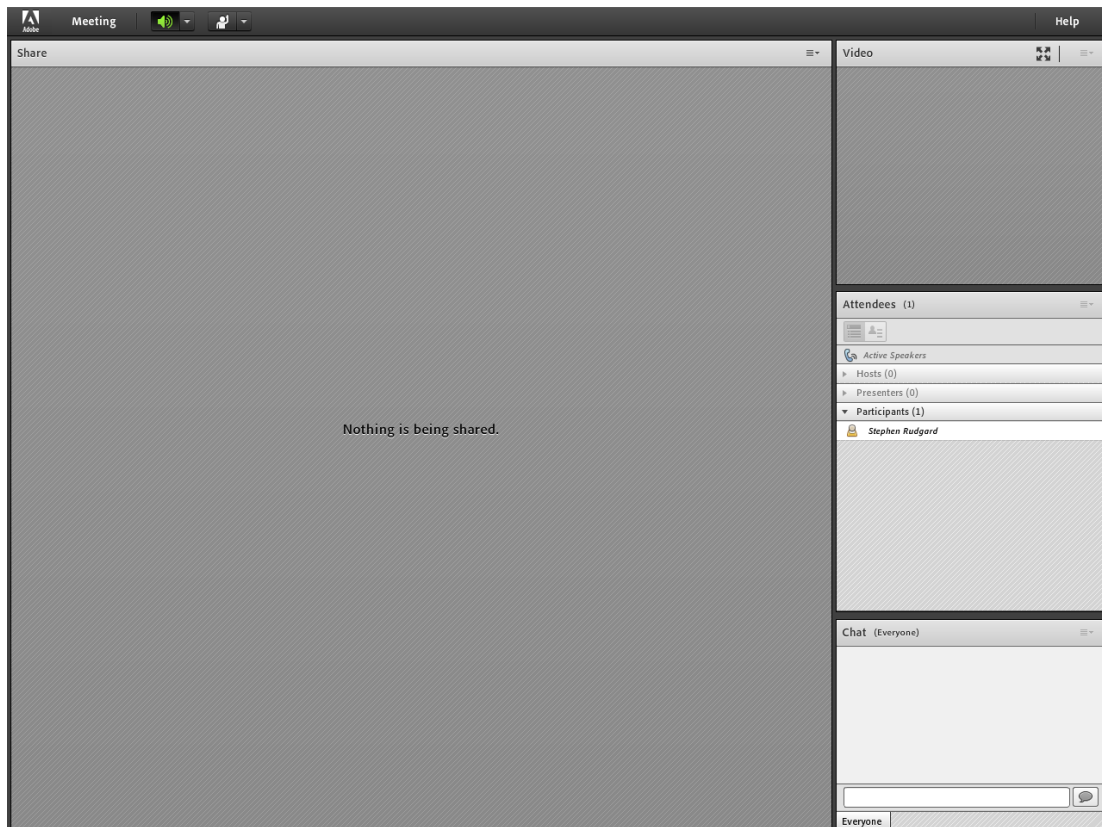
This link will take you to our Adobe Connect meeting platform for the webinar.

2. Please type your full name in the “Enter as a guest” box so that we know who you are, as shown in printed screen below:

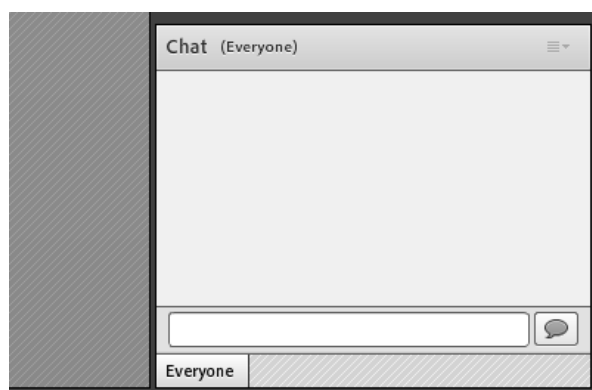


The screenshot shows the Adobe Connect interface for a webinar. At the top, it says "ADOBE CONNECT™" with the Adobe logo. The meeting title is "Webinar\_on\_the\_international\_databases\_on\_biosafety(Morning)". There are two options for entering the room: "Enter as a Guest" (selected) and "Enter with your login and password (Required for hosts, recommended for registered users)". Under "Enter as a Guest", there is a text input field for "Name" and an "Enter Room" button. To the right of the input field is the FAO logo, which is a circular emblem with "FAO" at the top and "FIAT PANIS" at the bottom. At the bottom of the interface, there is a copyright notice: "Copyright © 2001 - 2014 Adobe Systems Incorporated and its licensors. All rights reserved." and a zoom level indicator showing "100%".

3. After you have logged in you will see this window:



4. To participate in the discussion, please use the chat box provided in the lower-right corner. Note that everyone will be able to see your posts.



If you have technical problems or any sound related problems during meeting kindly **Click** on the name of the **technical support** in the meeting hosts in order to obtain support for your technical challenge. Once exiting and rejoining the Adobe Connect is also a possible solution to resolve a technical issue. In case of the necessity for further support/guidance, send an email to [GM-Platform@fao.org](mailto:GM-Platform@fao.org) during the meeting.