

# VIRTUAL CONFERENCE - PANEL

## USER GUIDE



16-18 SEPTEMBER 2020

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**BEFORE STARTING THE MEETING**



# BEFORE STARTING THE MEETING



- **Review your webcam.** Mac users can launch the Photo Booth app, and Windows users can click the Start button, then Camera. Here, you can check your picture. Adjust your indoor lighting and camera angle to make your face look properly lit. And most important, be mindful of what's in the background: Anything you wouldn't want your colleagues to normally see should be out of the frame.
- **Test the microphone.** Wearing a headset with a built-in microphone or use an external microphone is preferable — the microphone included on laptops can sound very poor. The easiest way to make sure you sound good is to do a video call with a friend and ask how you sound, then adjust accordingly.
- **Check your internet speeds.**

Because so many people are staying home and using the internet at the same time, bandwidth is slowing down in many countries. Visit [www.speedtest.net](http://www.speedtest.net) to gauge your internet speeds. If your speeds are below 20 megabits per second, there's a high likelihood your video is going to look pixelated and have audio delays.



# BEFORE STARTING THE MEETING



- **Ensure compatibility**

Please use a PC / device that is compatible with the table below. (Recommended browser Firefox)

<b>System</b>	<b>Recommended version</b>
<b>Operating System</b>	Windows10 or Mac OS X 15.x
<b>Internet Browser</b>	Chrome v80 or Firefox v73



# REGISTER FOR THE MEETING

**Note:** Official meeting link will be received **1 day** before the meeting, please complete your registration at least **1 hours** before the meeting starting time.

# REGISTER FOR THE MEETING

1. Upon receiving the meeting link, you can click on it or copy & paste it into a internet browser page to take you to the meeting page.

```
https://xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
```

2. After entering the meeting page, click on **“Join”**.



New Meeting ▾



Join



Schedule



Share screen ▾



# REGISTER FOR THE MEETING



3. Kindly insert the meeting information provided to registered delegates (**Meeting ID** and **your name**) then click “**Join**”.

**Note:** on the name column, please fill with this format “Your name\_Organisation\_Country” (e.g Andrew\_FAO\_France)

Zoom

### Join Meeting

Enter meeting ID or personal link name

Enter your name

Do not connect to audio

Turn off my video

Join Cancel





## REGISTER FOR THE MEETING



5. Please allow the browser and website to access the camera and microphone.

Add the picture

# JOIN THE MEETING

## Notes:

- Please join the meeting **at least 1 hours** in advance to ensure that your connectivity is fine.
- Please note that the meeting will be **locked 15 minutes** ahead of the starting time.

# PRIOR THE SESSION FOR THE PRESENTER

- Please send your file presentation through your registration link as required.
- After sending your presentation file, you will obtain the time schedule for presentation.

**Note:** We wouldn't accept the file out of the due date.

# START THE SESSION



## Meeting Guidelines:

- Please make sure that **your microphone is muted** to reduce distractions.
- Please **don't unmute yourself** until the chair passes the floor to you.
- Please turn your **video** on.
- Please note that **recordings are not permitted**.

## ▶ START THE SESSION FOR THE PRESENTER

- The presentation order will be the same with the time schedule.
- If a presenter is unable to present due to technical or other reason, we will proceed with next presenter. Once the issue is resolved, the original presenter will be invited to proceed.
- Please **don't unmute yourself** until the chair passes the floor to you.
- Please turn your **video** on.

# **INTERVENTIONS**



# INTERVENTIONS

- After all the speaker finished their presentation, the participants will have an opportunity to ask a question or give any feedback to the speaker,
- To take this opportunity, click the rise hand menu on the chat button.
- Then, the moderator will have a privilege to choose who will give a chance to ask or give any feedback.
- Kindly keep interventions concise, **up to 3 minutes.**
- If a speaker is unable to join for technical or other reasons, we will proceed with the next speakers.  
Once the issue is resolved, the original speaker will be invited to proceed.

## ▶ TO INTERVENE



When the chair passes the floor to you, **the host will unmute** your microphone and you also have to **unmute yourself**.

Add picture

**Note:** the host will **mute** your microphone after your intervention.

**SUPPORT**



If you face any difficulties logging in to the meeting please send an email to the Secretariat's service desk [ICSTLM2020.Sec@gmail.com](mailto:ICSTLM2020.Sec@gmail.com) or

Thank you and looking forward to a  
successful virtual meeting