



NEGOTIATIONS ON THE CFS VOLUNTARY GUIDELINES ON FOOD SYSTEMS FOR NUTRITION – VGFSyN

GUIDANCE NOTE ON ZOOM FUNCTIONALITIES AND FEATURES

INSTALLING ZOOM ON YOUR COMPUTER

Participants are kindly advised to use Zoom in the following order of preference:

- Zoom desktop application (on your desktop/laptop);
- Zoom online via browser functionality (from a laptop or mobile device);
- Zoom mobile app (to be avoided if at all possible).

GUIDANCE ON USING ZOOM

It is recommended to use a USB headset or earphones with an integrated microphone to increase the quality of your intervention. It is also recommended to turn off all sound notifications (Skype, WhatsApp, emails, etc.) while attending the meeting, and ensure there is no background noise or echo. When delivering an intervention, please adjust your speech to the remote distance environment by speaking slowly and clearly, and avoiding excessive use of acronyms.

ZOOM FEATURES

Upon entrance to the Zoom meeting, the below features will contribute to a successful meeting experience:

1. Mute/Unmute: Once you have entered the virtual meeting room, please ensure that your microphone is muted. Should you wish to make an intervention, unmute your microphone by clicking the button shown above.
2. Video: Click this button to turn your video on/off.
3. Participants: This menu displays a list of all participants attending the meeting. Inside the Participants tab, you will find the “Raise Hand” function. Click the “Raise Hand” button to request the floor. Please click the button again after you have delivered your intervention.



4. Chat: A chat will be available for OEWG to share written comments. In case of connectivity issues, this would allow OEWG members to present text proposals through the chat.