

Recommended settings for virtual meetings



	<ul style="list-style-type: none"> Log in preferably with a desktop or laptop computer. Avoid using tablets or smartphones as much as possible. Use Chrome or Firefox (Safari for Mac).
	<ul style="list-style-type: none"> Make sure that you have a robust and stable Internet connection, with a minimum upload/download speed of 10 Mbps for your device. Connect to your router via Ethernet cable to ensure maximum stability. If a wired connection is unavailable, set up your equipment as close as possible to your router to receive a strong Wi-Fi signal.
	<ul style="list-style-type: none"> Use high-quality microphones: <ul style="list-style-type: none"> Lavalier (lapel) microphone Unidirectional desktop microphone Wired headset with built-in microphone Check the platform settings to make sure that the microphone is recognized. Choosing a quiet location is a must. Avoid large empty rooms to reduce reverberation.
	<ul style="list-style-type: none"> Avoid using the computer's built-in mic. Omnidirectional microphones pick up background noises and should not be used. Smartphone earbuds/headsets with in-line mics and Bluetooth devices should also be avoided.
	<ul style="list-style-type: none"> Speak at a moderate pace, at no more than 100–120 words per minute, especially in meetings with interpretation.
	<ul style="list-style-type: none"> If you have a presentation, click on the presentation/slide show mode, minimize all other windows and share your screen. It is recommended that you provide the organizers with a copy of your presentation beforehand as a back-up. Pre-recorded videos must be provided to organizers at least two days in advance.
	<ul style="list-style-type: none"> Try to sit facing a light source to ensure that your face is illuminated. If using a mobile device, place it horizontally (landscape). Ensure that you have a clear background. Turn on your camera at the start of the meeting.
	<ul style="list-style-type: none"> Ensure that your microphone IS MUTED AT ALL TIMES unless you are speaking. All other devices and notifications must be silenced when you have the floor.
	<ul style="list-style-type: none"> When you register or log in to the meeting, we recommend that you insert the name of the country or organization before your name. <p>For example: Country/organization-Name Surname (Barbados-John Doe; FAO-Jane Smith)</p>

Equipment	Recommended specifications
	<ul style="list-style-type: none"> RAM: At least 8GB CPU benchmark score: 3500 or higher Operating system: Windows 10 or later/ macOS High Sierra or later
	<ul style="list-style-type: none"> Preferably an external unidirectional cardioid microphone

