

Prerequisites to participate in a Zoom meeting:

In order to participate actively in a Zoom meeting, participants will need a computer with an Internet connection and a smartphone.

IMPORTANT: Since this meeting has Registration enabled, you will need to have either the Zoom application installed on your computer or the Zoom mobile app on your smartphone to join the meeting. Join the Zoom meeting via Web is not a supported option for Zoom meetings with Registration enabled.

1. Participants who do not have the Zoom application installed on their devices (computer and smartphone) will need to download and install it following the instructions available in Annex A to this document.
2. Participants who already have the Zoom application installed on their devices (computer and smartphone) will need to ensure that they are using the latest available version of Zoom client application (Desktop or Mobile) for attending IFAD meetings.
3. Please click on the following links for instructions on how to check your installed version and update it:
[Where can I see my Zoom version number?](#)
[Where Do I Download The Latest Version?](#)
4. Having the latest version of the Zoom application is important to ensure that participants can use the interpretation feature.

Please pay specific attention to the following procedures:

Register to the Zoom Meeting and access language interpretation during the meeting

1. Click on the Zoom link to the registration form received in the invitation email from IFAD and proceed with registering to the meeting. NOTE: IFAD recommends completing the registration procedure ***at least*** one hour before the start of the meeting scheduled start time.

2. Enter your data in the Registration Form as indicated below. In the **First Name** field please make sure to enter your **Country Name in English in ALL CAPS**. Enter your last name only if you are the principal participant. All other participants should enter their last name followed by “observer”.

IMPORTANT: Please note that only registered participants will be allowed to join the meeting and **the meeting link generated after registration is personal to you and cannot be shared.**

Meeting Registration

Topic IFAD 129th Executive Board

Time Apr 20, 2020 02:00 PM in [Amsterdam](#), [Berlin](#), [Rome](#), [Stockholm](#), [Vienna](#)

Registration form with fields for First Name, Last Name, Email Address, and Confirm Email Address. A red circle highlights the First Name field, and a red arrow points to the 'I'm not a robot' checkbox. A red arrow also points to the 'Register' button.


First Name*

Last Name*

Email Address*

Confirm Email Address*

* Required information

I'm not a robot  reCAPTCHA
Privacy - Terms

Tick box

Click on Register

4. A registration confirmation window will be displayed on your web browser where you can add the meeting to your calendar. In parallel, you will also receive a confirmation email from no-reply@zoom.us with the link to access the virtual meeting (**this link is personal to you and cannot be shared**).

5. If using the internal microphone on a notebook, be aware of directionality of the mic – do not move around; face the notebook directly when speaking. If possible, use a headset. Try to hold meetings in quiet, indoor locations to control ambient noise.

6. Please use the microphone icon to mute your microphone when not speaking and use the same icon to unmute yourself when given the floor (1).

7. Select the language you wish to listen to in the Interpretation menu (2).

8. If you wish to take the floor, click on the raise hand button available on the Participants panel (3). Before speaking, make sure you have selected the language channel of the language you are going to speak into. For example, if you are going to speak Spanish in your intervention you should be on the Spanish channel.



9. Please adjust your speech to the remote distance environment (speak slower and more clearly, avoid excessive use of acronyms, etc.).

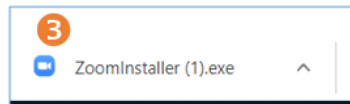
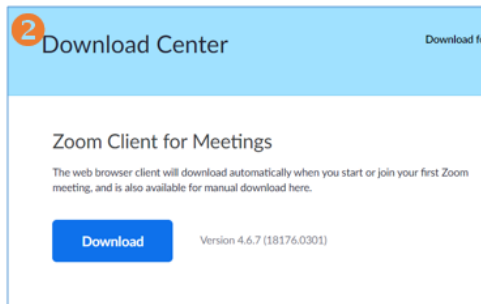
10. If you intend to read a prepared statement, in order to ensure accuracy of interpretation, please send it before the meeting starts or well before you speak to gb@ifad.org. It is solely for internal use and will be treated as confidential.

ANNEX A: How to install Zoom on your devices

In order to participate in a meeting hosted on Zoom, you need to have the client installed on your computer or on your mobile device.

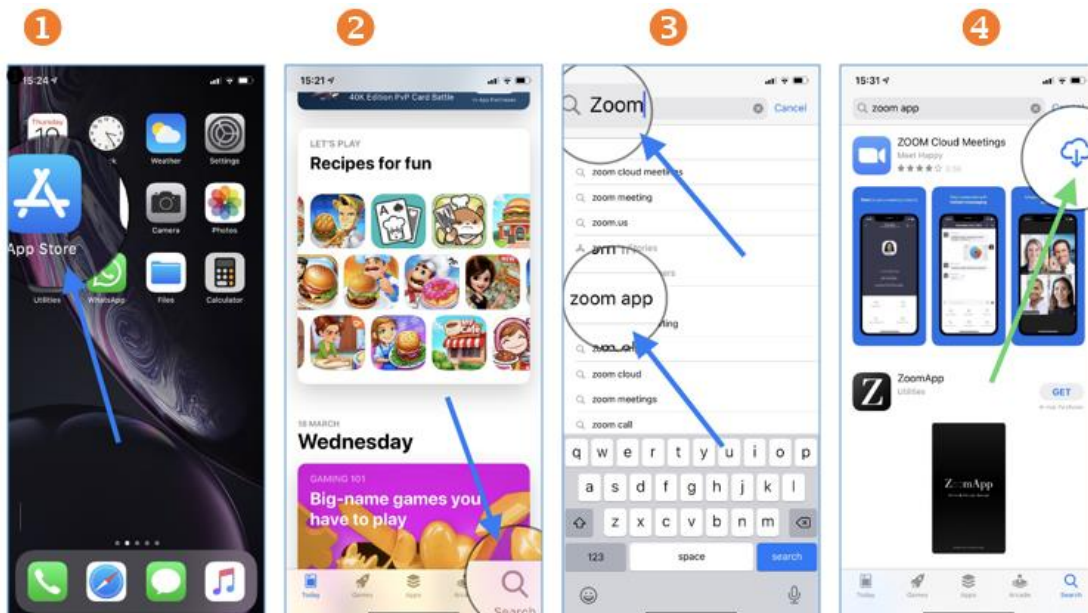
On your computer

1. Go to the Zoom download website <https://www.zoom.us/download>
2. Click on **Download**
3. The **ZoomInstaller.exe** is downloaded, click on the file and install.



On your iPhone/iPad

1. Open the **App Store**
2. Tap **Search**
3. Type in **Zoom** and tap **Get**
4. Tap **zoom app**



On your Android device

1. Open the **Play Store**
2. Type in **zoom** and tap **Install**

3. Tap ZOOM Cloud Meetings

