Recommended settings for virtual meetings

- 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).

- 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.

- Use high-quality microphones:
  - 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.

- 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.

- Speak at a moderate pace, at no more than 100–120 words per minute, especially in meetings with interpretation.

- If you have a presentation, click on the presentation/slide show mode, minimize all other windows and share your screen.
- Pre-recorded videos must be provided to organizers at least two days in advance.

- 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.

- 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.

- When you register or log in to the meeting, we recommend that you insert the name of the country or organization before your name.
  For example:
  Country/organization-Name Surname
  (Barbados-John Doe; FAO-Jane Smith)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Recommended specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RAM: At least 8GB</td>
</tr>
<tr>
<td></td>
<td>CPU benchmark score: 3500 or higher</td>
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<tr>
<td></td>
<td>Operating system: Windows 10 or later/ macOS High Sierra or later</td>
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<tr>
<td></td>
<td>Preferably an external unidirectional cardioid microphone</td>
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</tbody>
</table>

Contact eclacvc@cepal.org if you experience any technical issues with the connection during the meeting.