

FIDE CONGRESS 2021

Instructions for participants of the FIDE Commissions Meetings

FIDE will use Zoom application (<https://zoom.us/>) for Commissions' Meetings. In order to have a successful meeting, members are highly encouraged to read instructions.

Participants will receive separate emails providing access to the Meeting. These emails will be sent about 24 hours before the meeting.

Prepare for the meeting

Download zoom desktop client. Please install the newest version here: <https://zoom.us/download>

Make sure that you have a good internet connection. Sometimes it is sufficient to install your computer closer to where the modem is in your home.

Use a headset.

If possible, avoid using the microphone built into your computer because the sound is not always good enough for the listeners. Speaking in the computer's microphone contributes to increasing the cognitive load and fatigue for the participants.

Test your webcam, microphone (headset) and internet connection before the online meeting.

We suggest you test them with your colleagues before the meeting. Make sure your camera is eye level and on the computer that you plan to use for the online meeting. If your computer system does not recognize your headset, please make sure that your headset is properly installed on your computer.

Go to "sound" in your control panel if there is no sound. If your audio settings do not work, sometimes logging out and restarting zoom, then joining the meeting again solves the problem.

Upon Joining a Meeting Room

You will receive invitation link to the conference from Commission Chairperson by email. You can join the meeting by clicking the link provided.

If you did not have Zoom installed previously you will be asked to enter you name. Please enter full name. It will be possible to update name during the meeting if needed.

Login 30 minutes before the beginning of the meeting to make sure that everyone is ready to start on time.

Please wait, the meeting host will let you in.

When you click the link to join the meeting, you will be placed in a waiting room so that Host of the meeting can identify and approve each attendee before they enter the meeting. This may take some time, if all attendees join at once.

If you are unable to access the online conferencing system, email *ratings@fide.com* and we will try to help you through the process.

Participants are advised to have neat background and to follow business casual dress code.

All participants will be muted (microphone disabled) during the meeting, in order to avoid extraneous background noises interrupting the meeting flow, excepting the Host, Co-Host and Commissions' members. Only questions asked in chat box, shall be addressed by Host and/or Co-host of the meeting.