

FIDE CONGRESS 2021

Instructions for participants of the Zonal Council

FIDE will use Zoom application (<https://zoom.us/>) for Zonal Council. 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.

Please note the **recording** of the meeting can be **publicly available and streamed live**.

Upon Joining a Meeting Room

You will receive an invitation link to the conference from FIDE 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 your full name. It will be possible to update the name during the meeting if needed.

Please input your correct full name in Zoom application when requested. Wrong name input may cause delay upon joining or full rejection for joining to the meeting.

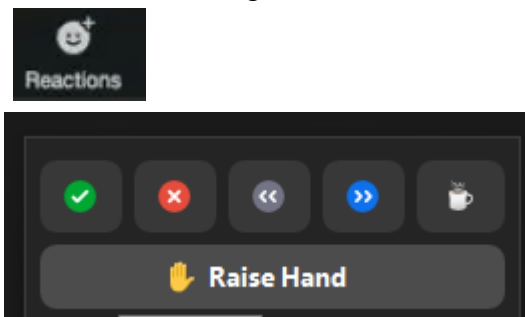
Login 30 minutes before the beginning of the meeting to make sure that everyone is ready to start on time.

Please wait for the meeting host to let you in. When you click on 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.

Requesting a voice and asking questions

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.



Please use 'Raise Hand' option if you wish to request voice at the meeting. Click 'Reactions' and select 'Raise hand' option. On mobile devices – Click 'More' and select 'Raise Hand' option.



Please mute your microphone immediately after you have finished your speech.

Questions asked in chat box, shall be addressed by Host and/or Co-host of the meeting.