Forest Carbon Partnership Facility

Logistics Note

Twenty-fourth Meeting of the Carbon

Fund (CF24)

January 15 – 16, 2022
(EST 8:00 – 12:00; UTC 12:00 – 16:00)

Login & Participation

Due to the COVID-19 pandemic, the twenty-fourth Meeting of the Carbon Fund (CF24) meeting will be held virtually **via Zoom** (video conference software).
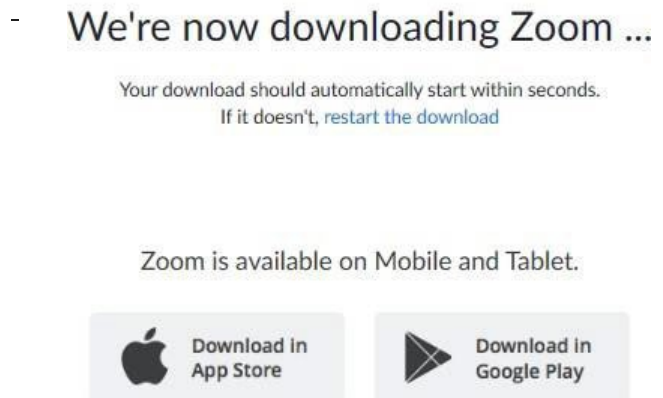
➢ ZOOM link will be provided via calendar invitations only to the registered participants the day before the meeting day **(Do not share this link with anyone)**

➢ Please download and install the Zoom application before the meeting you would like to join. Please note that interpretation option is not available when you use the browser.

We're now downloading Zoom ...

Your download should automatically start within seconds.
If it doesn't, restart the download

➢ Go to https://zoom.us/download, download the specific version for your device, and run the installation.

Zoom is available on Mobile and Tablet.

Download in App Store

Download in Google Play

➢ For your name section, please add "[Your representation] Your full name"; for example, [Australia] Sanjeeth Thomas, [Southern CSO] Sanjeeth Thomas, [Private Sector] Sanjeeth Thomas, [FMT] Sanjeeth Thomas, etc.

➢ Participants are invited to be familiar with the

following relevant features of Zoom:

1. **Mute / Unmute:** Mute and unmute your microphone.

2. **Start Video / Stop Video:** Turn your camera on or off.

3. **Chat:** Access the chat window to chat with the host/co-host.

4. **Leave:** Leave the meeting while it continues for the other participants.

The following additional features will be especially important for participation in the meeting: **Raise Hand** and **Chat.**

Language Interpretation:

1. In your meeting/webinar controls, click **Interpretation icon** 🌐
2. Click the language that you would like to hear.

Off
✓ EN English
CH Chinese
FR French
DE German
Mute Original Audio

EN ^
English

3. (Optional) To hear the interpreted language only, click **Mute Original Audio.**
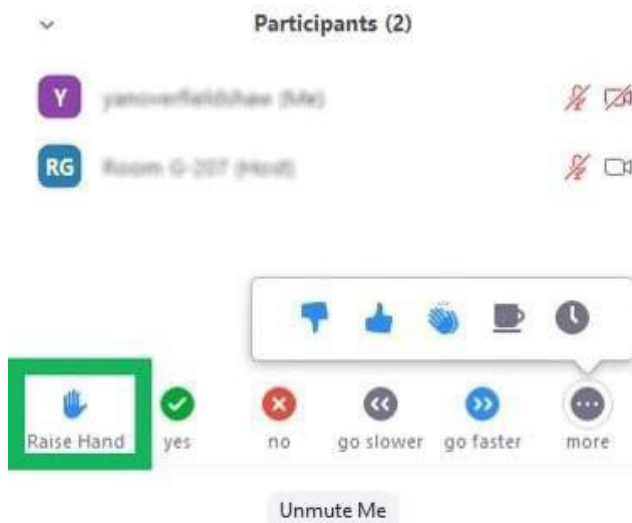
HOW TO RAISE HANDS

➢ By using the Raise Hand feature, the participants will inform meeting co-chairs if they wish to speak.

▪ Click on the **Participants** button

▪ Click **Raise Hand**

Participants (2)

Y   yanoverfieldshaw (Me)

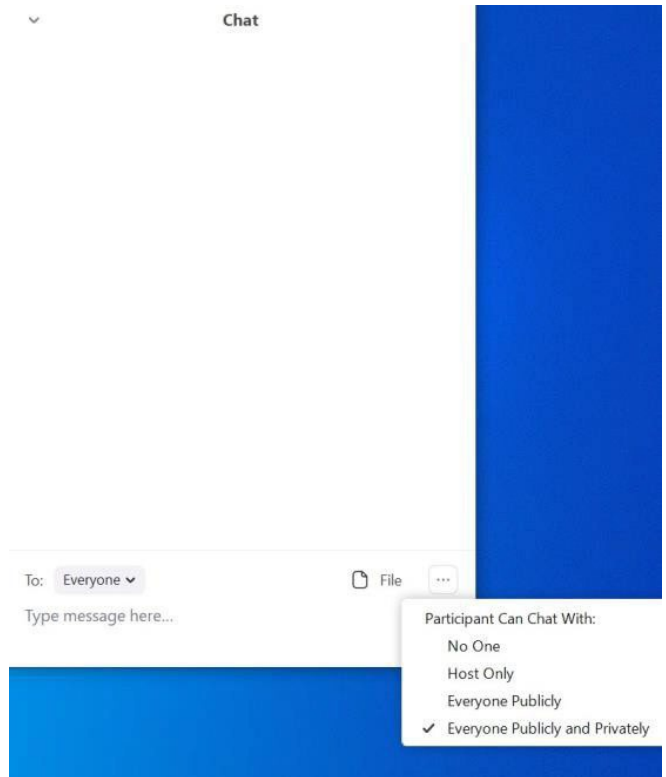RG   Room G-207 (Host)

o   Unmute Me

Grant MacLaren   ✋ 🔇 📵

➢ Co-Chairs will invite members to speak accordingly.

Once your intervention is done, please click the **Raise Hand** button again to lower your hand.

HOW TO USE CHAT

The chat function will be available for meeting participants to chat with everyone in the meeting or send private messages to another participant.
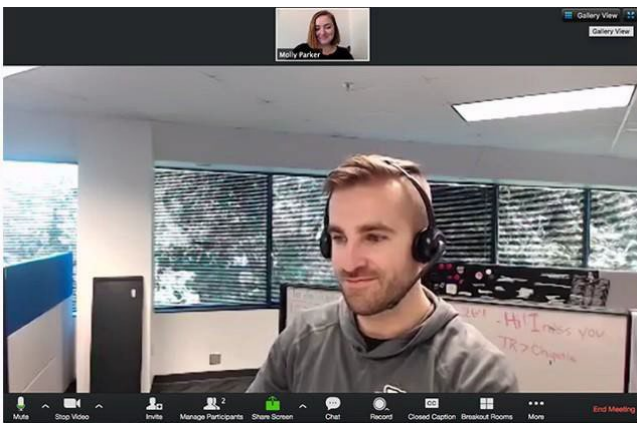
The chat function is also an alternative solution for users who are not able to use the **Raise Hand** feature via Zoom

ZOOM DISPLAY LAYOUTS

On the top right corner, you will find different display options

Active Speaker Zoom Layout   **Gallery View** (up to 49 tiles)

BEST PRACTICE

Stay on mute if you are not talking.

- Be aware of your audio and video settings.
- Use the video option when possible (High Speed Internet required).
- Make sure you have a good light in the room.
- Look into the camera when talking.
- Ensure that you have a work-appropriate background.

Use clear phrasing when using the chat room

HOW TO DOWNLOAD ZOOM APP ON SMARTPHONE (BACKUP OPTION)

a. Android instructions

b. iPhone instructions

- Open app store and type Zoom
- Look for "Zoom Cloud Meetings"
- Download the app as any other
- Once it is downloaded on the phone, you will have the icon

HELP

- For questions, please contact Anchula Sanjeeth Thomas athomas6@worldbank.org

TECHNICAL INFORMATION

- **Zoom System Requirements**
- Visit the following link for system requirements. Details of supported browsers and functionality can also be found here: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux
- **Zoom Support Center**
- https://support.zoom.us/hc/en-us

- **Zoom Client Application Installation**
- Visit the following link to download the Zoom application: https://zoom.us/download#client_4meeting
- **Zoom Services**
- Zoom webinar traffic is facilitated via internet connection. Relevant firewall ports and IP information that the application uses are listed here: https://support.zoom.us/hc/en-us/sections/201740166-Network-and-Firewall
- A Zoom media test is also available here for testing your internet connection: https://zoom.us/test