

Be in a **quiet location** - close the windows and doors and turn off the air conditioning



Use a **computer**, not a smartphone or tablet



Mute and turn off your microphone and camera when you have finished speaking



Don't touch the microphone or rustle papers near it whilst speaking



Plug in your unidirectional, USB-connected, **desktop microphone**



Plug in your **ethernet cable** (if available)



Sound quality

for remote participation

When speaking, turn on your microphone and camera and **speak directly into the camera**



Plug in your **separate headphones**



Silence your phone and any notifications on your computer



Send any statements to the Secretariat in advance



Speak at a **moderate pace**

