



LOGISTICS NOTE

MEETING VENUE AND TIME

The conference will take place virtually on **3–5 November 2020**. The conference will largely take place on the ZOOM meeting platform. Parallel Symposiums on November 4 will use the Microsoft Teams meeting platform.

The conference will start on **Tuesday November 3rd, 2020 at 7:00 am** (US Eastern time), corresponding to **12:00 pm in Dakar** (GMT – Greenwich Mean Time) and **14:00 pm in Kigali** (CAT – Central Africa Time).

STRUCTURE OF THE CONFERENCE

Day 1, Tuesday November 3: The conference will be officially opened in the morning of Day 1 and will feature an overview presentation of the 2020 Annual Trends and Outlook Report (ATOR), presentations of key chapters, and panel and plenary discussions on the conference theme.

Day 2, Wednesday November 4: The morning of Day 2 will focus on presentations and plenary discussions of the different chapters of the 2020 ATOR. The afternoon will consist of parallel symposiums on lessons and actions for transforming agrifood systems to be resilient and sustainable and on required actions for rebuilding agrifood systems after the COVID-19 pandemic.

Day 3, Thursday November 5: The morning of Day 3 will continue with presentations and plenary discussions of the 2020 ATOR including a review of progress in achieving CAADP goals and targets and advancing the 2021 CAADP Biennial Review process.

[Download the detailed agenda on the ReSAKSS website:](#)

MEETING LANGUAGE

The meeting will be conducted in English, with simultaneous translation in French.



MEETING LINK TO THE CONFERENCE

Only one link is provided for participants to register to the Zoom platform:

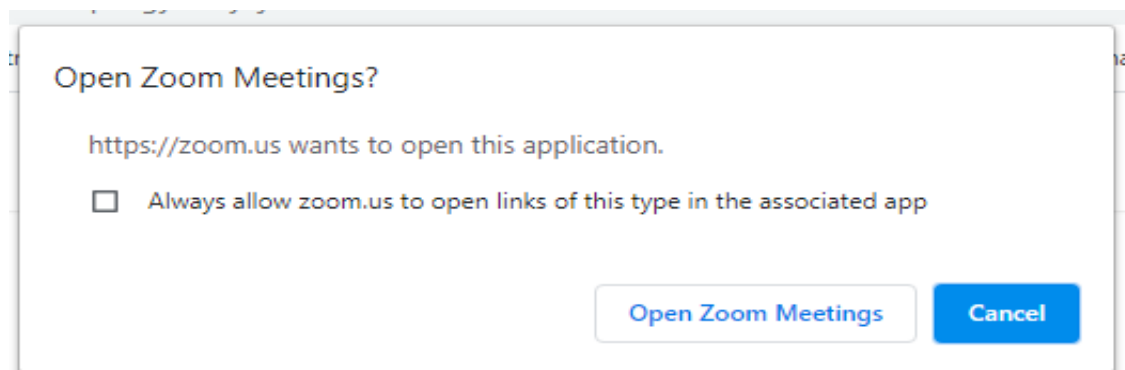
https://bit.ly/2020_ReSAKSS_Conference

When you click on this link, you will be receiving an email with instructions about how to connect to the conference.

GUIDE TO LOG IN

STEP 1. CONNECT TO THE EVENT USING THE LINK PROVIDED BY THE HOST (**from a computer**)

1. Use the join link provided in the confirmation email.
 - A. If you already have the Zoom application on your desktop, you can select the option “Open Zoom meeting”.





- B. If you do not have the Zoom application, you can either download it or use the web version of Zoom by clicking on the “Join from your browser” link.

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below.

[Launch Meeting](#)

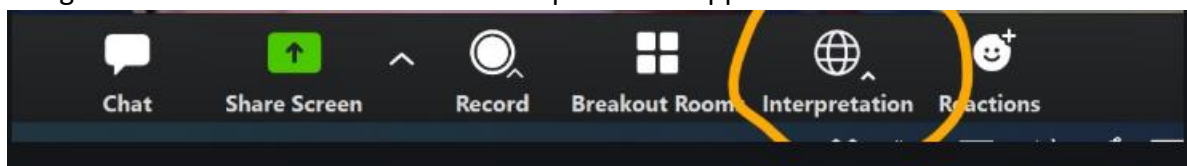
Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

You will be automatically logged-in to the meeting.

STEP 2. INTERPRETATION

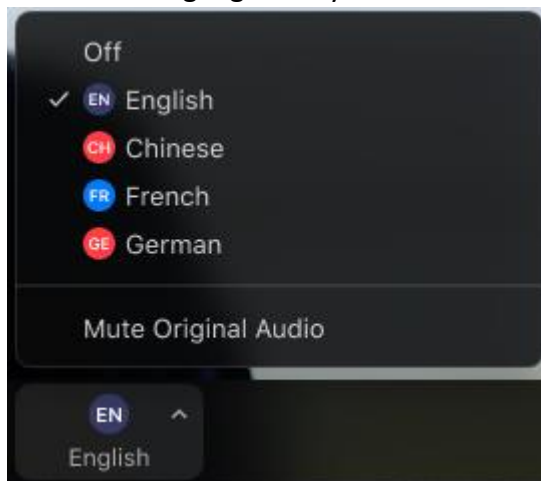
When scrolling at the bottom of the screen below options will appear.



In your meeting controls, click the **Interpretation icon** () as shown above.



Select the language that you would like to hear.



To only hear the interpreted language, click **Mute Original Audio**. (Optional)

⇒ **FOR ENGLISH SPEAKING PARTICIPANTS**

The main language of the meeting being English, we kindly ask you to stick to this channel for the whole session.

During the discussions, whenever a French-speaking delegate will intervene, the interpreter will proceed with the translation in the channel you are in. Should you wish to only hear the interpreters' translation, kindly click on "MUTE THE ORIGINAL AUDIO". You may undo this option by clicking on the same option to resume the original audio.

STEP 3. HOW TO PARTICIPATE TO THE MEETING

When you join a Zoom meeting hosted by another user, you are considered an attendee. The organizer of the meeting will have host controls, including muting audio, using video, sharing your screen and more.

Audio settings

The host also has the ability to mute you. All attendees will be muted by the host of the meeting. Speakers are asked to mute their mics when not speaking.

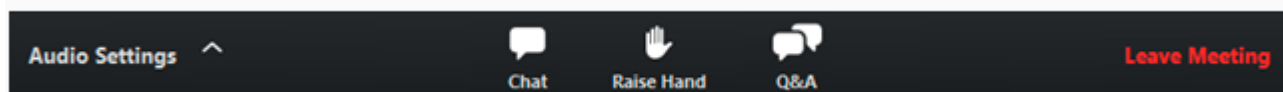
During the Q&A sessions, the organizer can allow participants to mute and unmute their microphone. If you click on the arrow next to the mute button, you will have additional options for audio settings.



Take the floor and ask a question:

The format selected for the conference allows you to ask question via two options:

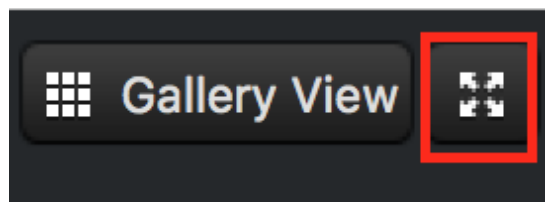
- **Raise Hand** – Click on the **hand** icon to notify the moderator that you want to take the floor. When you raise your hand, you will be given the floor to speak/ask your question.
- **Chat box** – Click **Chat** to open the chat window and ask a question to the speaker/moderator or other participants. Select the drop-down text to select your interlocutor: All Speakers / Speakers and Participants.



Choose video layout:

At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen (slides been presented) and the video by clicking on a button available in this location during a screen share.

At the top right of the Zoom window, you can enter or exit full screen mode. You can also exit full screen by clicking “**Esc**” on your keyboard.



You can leave the meeting at any time by clicking on the **Leave Meeting** option at the lower right corner of the Zoom window.



EQUIPMENT AND INTERNET CONNECTION

Participants will need a good internet/WiFi connection to participate in the conference.

Participants are invited to join the session with a **computer**. Participants using a mobile phone will not have an optimum sound and connection quality and will not have access to some of the meetings' features.

During the meeting, **simultaneous interpretation** will be offered. Participants are asked to choose their preferred language channel (English or French) at the beginning of the meeting. They do not need to switch channel throughout the session. Participants on a channel other than the original will hear both the presenter (at a much lower volume) and the interpreter (at a higher volume). In such cases the original audio can be temporarily muted to only hear the translation.

Participants are recommended to use headsets for a better-quality audio.

Participants should always be on mute unless they have the floor to speak.

LOG IN INFORMATION TO CONNECT TO MS TEAMS FOR THE SYMPOSIA

1. Two symposia will be held on the afternoon of the second day of the conference (November 4th, 4pm to 5pm GMT). You will be able to choose the one you would like to attend. The links will be provided to you after registration to the conference.

You will also receive information on the symposia (links, date, and time) during the meeting via the chat box.



Attendee with no Microsoft Teams account

When you click on the link, it will open a web page, where you will see two choices: Download the Windows app (or Download the Mac app) and Join on the web instead.

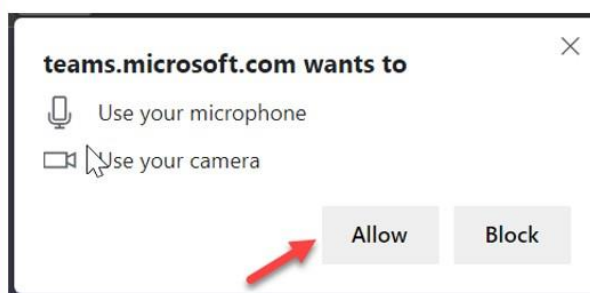
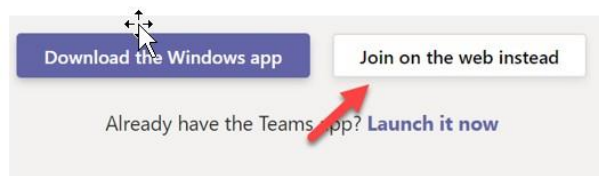
Download the Windows app

- Install the Teams software as an application
- Full functionality

Join on the web instead

- No Download Required
- Fastest/easiest way to join
- Few features are not available

- A. If you join on the web, your session will take place entirely within the browser: you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is okay for Teams to use your mic and camera. Be sure to allow it so you will be seen and heard in your meeting (The Join on the web experience is the same for Windows and Mac users).



Please note with this option:

- Background video blur function and the ability to turn Audio off while joining a meeting are not available.
- During screen sharing, the webcam will be automatically turned off.



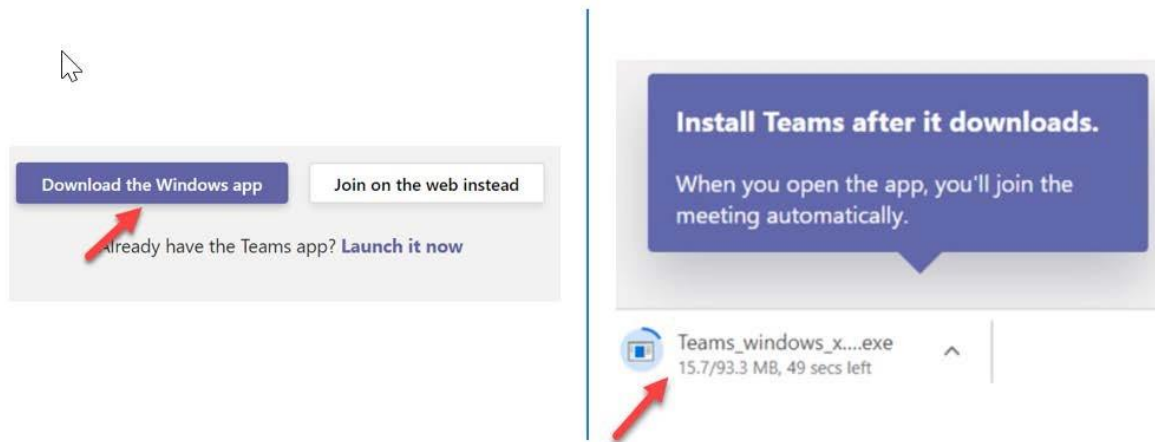
AKADEMIYA
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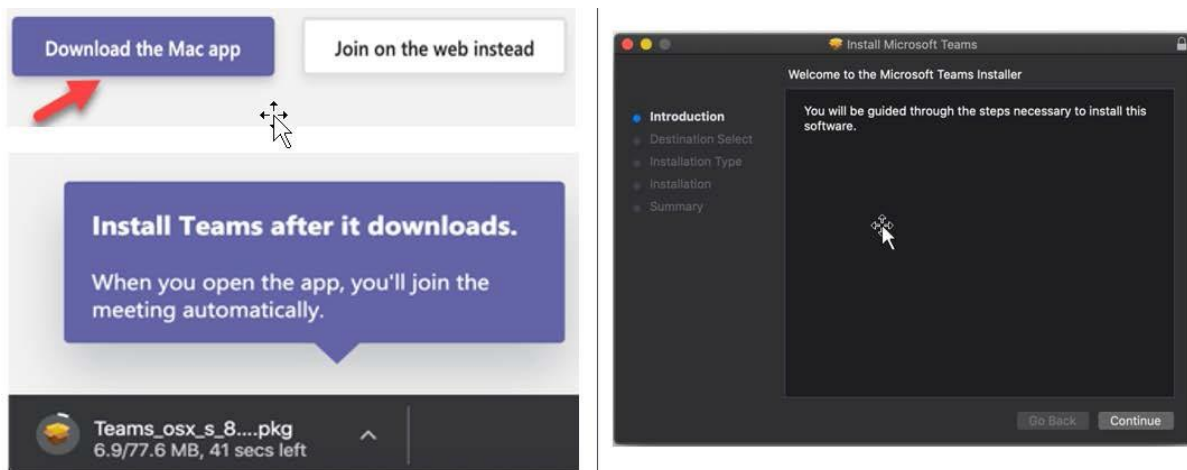




B. If you choose to Download the Windows app, double click on the .exe file to install the Teams app.



If you are using a Mac and you choose to the 'Download the Mac app' option, after the download finishes, install the Teams, and follow the steps to install the software.

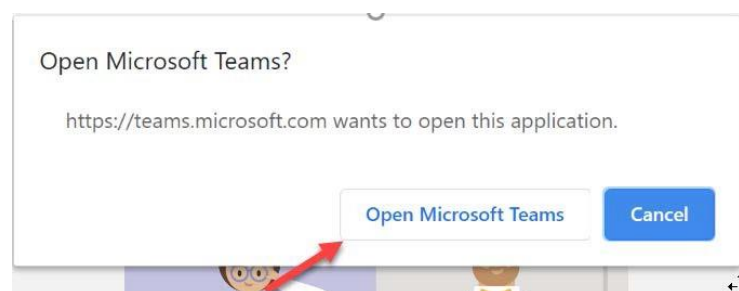


Once it finishes the installation, you will be taken to the pre join screen.



Attendee with a Microsoft Teams Account

If you have a Microsoft account, you can either use the web link or, if you click the 'Open Microsoft Teams' option and sign in to your Microsoft account.



CONTACTS FOR ASSISTANCE

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