World Food Forum flagship event

WFF GLOBAL YOUTH FORUM | FAO SCIENCE AND INNOVATION FORUM | FAO HAND-IN-HAND INVESTEMENT FORUM

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WFF Airmeet Platform - A step-by-step guide for participants

To participate in all the World Food Forum flagship event activities and events, the first thing you need to do is to register for the event.

Step 1: Registration

1. Click this text for registration link or copy-paste the link to your browser: https://www.airmeet.com/e/492e7530-1e03-11ed-91e6-97f7b110517b. The link will take you to the page below.
2. Click on the “Register for this event” button on the Airmeet platform.
• Enter your email address (this is the email to which the confirmation required to complete your registration will be sent).
• Read the Terms of Use and Privacy Policy, then check the box to confirm.
• Once you have clicked on ‘Submit’, a new window will be displayed to allow you to register for one or all of the WFF fora (WFF fields of interest): WFF Global Youth Forum, FAO Science and Innovation Forum, FAO Hand-in-Hand Investment Forum.
Enter all personal information indicated as mandatory (items marked with an asterisk *).
Click on one or more of the WFF fields of interest.
Click the “Proceed” button to finalize the registration.

**Important:** To complete the registration you must check your email and confirm your registration using the link on the email received. If you do not complete the registration, you will not be able to attend any of the online sessions.

Note: You should receive the confirmation email within a matter of minutes. If you do not receive it, check your spam folder.

Click on ‘Confirm registration’ and you will be redirected once again to the Airmeet platform.

**Important:** You will receive the WFF Airmeet Platform link via email prior to WFF event kick off. This is the link you will use every time you will want to go to the WFF Airmeet platform to follow events and activities.
From here you can scroll down the page to start browsing the schedule of the three fora (WFF Global Youth Forum, FAO Science and Innovation Forum, FAO Hand-in-Hand Investment Forum) to decide which events to attend.

You can also set a reminder for those events that are of interest to you by clicking on “Add this to my calendar.” Please note that most events will be in Rome time (CEST or GMT+2). By adding the events to your calendar, the times will be adjusted to your time zone.
Step 2: Navigating the Airmeet Platform

You must use your unique link to attend the event, click ‘Enter event’ and login with the same e-mail you used during the registration process.

- You will be asked to give permission to turn on video and microphone; as well as adjusting your background.
Note: A reliable internet connection is recommended - it is recommended to access the Airmeeet platform using a desktop/laptop with the Chrome browser.

- Once your registration is confirmed, you will be in the WFF Airmeeet platform reception area, which resembles the actual Atrium at FAO Headquarters.

The reception area is the welcome area for attendees. Here, you can see ongoing and live sessions, and interact with people in the lounge.

Clicking on ‘NETWORKING CAFÉ’ allows you to attend networking sessions and clicking on ‘EXHIBITION’ will allow you to view the exhibition booths.

To attend the events, click ‘SCHEDULE’. This displays the calendar of events daily and allows you to search for specific events
On the right-hand bar, you can also use the existing filters (tracks/tags) to identify quickly those events of interest

Note: For more information, Click on the ‘Walkthough a quick guide on Airmeeet’ video on the bottom right-hand side of the screen for a general video guide on the use of the Airmeeet platform.

Step 3: Viewing, Listening and Interacting during events

It is sufficient to click on the name of the event that you wish to attend and click ‘Join’. You will be able to attend the live event or view the recording of the event at a later stage if you wish.
After a 10-second countdown displayed on the screen, the session starts. If you are in a different area of the Airmeet WFF platform, you will receive a default notification that the session has started.

When you join a session, you will view the video and hear the floor language of the meeting. If the session has interpretation available, you will be able to select the language(s) available by clicking on the headphone icon at the bottom of the screen.

Note: It is important to mute the floor language when selecting one of the interpreted languages otherwise you will hear both tracks at once. To mute the floor, click on the Speaker icon at the bottom of the screen.

Once the session begins, you will be able to do the following from the right-hand bar of the screen:

- **Raise Hand**: If you want to interact with the speaker and the host, you can choose to do so by selecting the "Raise hand" button in the stage's bottom control bar. If the host accepts your request, you'll share the stage with the speaker and be visible and audible to all participants.
• **Ask a question**: You can use the Q&A section on the RHS to ask questions. These will be passed onto the speakers/panel participants in Zoom as they will not be seeing the questions raised in the Airmeet platform, so expect additional delays in having your questions answered.

We recommend you use this section to ask a question instead of using the general chat. You can also "Upvote" a question already asked to help hosts pick up questions based on popularity.

• **React with Emojis**: You can quickly react and offer motivation or applause to the speaker using emojis.

• **Report a message**: If you come across a message with objectionable content, you can report it to the host.

• **Polls**: Participate in "Polls" conducted by the host to share your views.

• **Chat**: This can be public event chat or direct/private chat. All the participants can view the general chat. Again, these will be passed onto the speakers/panel participants in Zoom as they will not be seeing the chats raised in the Airmeet platform, so expect additional details in having your comments answered.

_To have a private chat_ with a specific participant:

- Hover over their display image on the "People" section, click on the "Send Message" button and write a message, or
- Hover over the chat of other attendees, click on the 3-dot button and send a "Direct message."

**Note**: Any participant can choose to "Accept" or "Decline" the request for a private chat.


**Quick Tips**

For a flawless experience using the Airmeet platform to attend World Food Forum flagship event, keep the following in mind:

- Use a Laptop and Google Chrome to join.
- Have a stable internet connection - if using any VPNs or anti-viruses, please turn them off for a smooth experience.
- Test your video and audio devices ahead of time.
- If you have difficulty seeing the speaker’s feed, refresh the page/restart browser, and ensure that you close any other video conferencing tool you may have used recently.
Attendee Troubleshooting Guide

- Technical Instructions manual for attendees - Click Here
- Attendee Troubleshooting – Click Here

Technical Instructions - General

- How much network bandwidth (internet speed) do I need to join an Airmeet - Click Here
- Safari browser compatibility and known technical issue - Click Here
- What browsers are supported by Airmeet - Click Here
- How do I prepare my network in case of firewall or VPN to access Airmeet - Click Here
- How to check your internet connection & current bandwidth – Click Here