


**Use of *Estreemo* – DOs and DON'Ts (last updated on 3 September 2020)**

 <b>DOs</b>	 <b>DON'Ts</b>
<b>Use</b> an ethernet (wired) connection	<b>Do not</b> use a hotspot shared internet connection
If using a Wi-Fi connection, <b>make sure</b> it is entirely dedicated to your device	<b>Do not</b> use a smartphone or a tablet to connect to <i>Estreemo</i>
<b>Turn off</b> all applications running on your device, except Google Chrome	<b>Do not</b> open the WFP Webcast and <i>Estreemo</i> at the same time on your device
<b>Turn</b> the volume of your speakers to 75%	<b>Do not</b> have a VPN connected
<b>Ensure</b> solid colored background and good lighting	<b>Do not sit in front of a window</b> (the light behind you transforms you to an outline/shadow)
<b>Use</b> headsets with integrated high-quality microphones	<b>Do not let microphone rub against clothing</b>
<b>Eliminate</b> background noise and interference	<b>Do not</b> connect to the system from outdoors
<b>Speak slowly</b> for interpretation purposes	<b>Do not</b> read your statement too fast
<b>Replicate</b> eye contact by looking into the camera (center yourself on screen)	<b>Do not</b> use auto-fill/previously stored details for the credentials – these must always be manually typed in
If something is not working, <b>send</b> a screenshot to the Executive Board Secretariat: <a href="mailto:wfpsecretarytotheeb@wfp.org">wfpsecretarytotheeb@wfp.org</a>	
<b>Send</b> your statements/interventions in advance to the Executive Board Secretariat: <a href="mailto:wfpsecretarytotheeb@wfp.org">wfpsecretarytotheeb@wfp.org</a>	
<b>Be patient</b> – take a few moments to read the <a href="#">technical guidance</a> carefully, as some common technical issues may be covered in the technical guidance manual	