

Best Tourism Villages by UNWTO Network

Online Activities

Technical Note

1. Registration

The BTV Network activities are held online and hosted on the Zoom platform. All participants are kindly requested to register at the link provided via email prior to each session.

For technical capacity limitations, up to 300 slots are assigned on a **first-come-first-served basis**. Other participants will be able to follow the events via YouTube livestreaming following instructions provided via email. Please note that this access is **private** and for use by stakeholders in the village **ONLY**.

2. Connection

On the day of the session, each participant will directly connect to the meeting through the Zoom link and credentials received after registration. Please establish the connection **well in advance** to test your audio and video and avoid connectivity issues.

Please note that the session time is indicated in Central European Summer Time.

When entering the platform to connect to the session, it is essential that you put your **LAST NAME/VILLAGE** in Latin alphabet so that we can identify you.

3. Technical Requirements

To ensure an enjoyable meeting experience, please make sure the following technical requirements are met:

- A wired, internet connected computer, laptop or web-enabled device;
- An external or built-in camera, well positioned to show your face;
- An external or built-in microphone;
- 600 kbps / 1.2 Mbps (upload / download) internet speed.

4. Ground rules for participants

For a smooth and fruitful session, please note that:

- You should test your headphones and microphone **before** you enter the meeting;
- All participants will access in silence by default. Keep your microphone muted and camera on when not addressing the meeting. When you are invited to speak, please unmute your microphone. Please, manage your speaking time well;
- Below the screen, there is a section to write your questions: “Q&A”. Also, there is a “Chat” box for you to make comments, ask questions, and communicate with the speakers or the other participants;
- If you wish to make an intervention, please signal by using the chat function, or “Raise hand” function.

If you encounter technical problems during the meetings, please contact rural@unwto.org for assistance.

Please, be informed that the sessions will be **recorded**.

Thank you.