

APCW2021

Asia-Pacific Climate

Week 2021

Virtual Thematic Sessions

6-9 July

Hosted by  
the Government of Japan

## Before you join

### Equipment and setting

Download the latest version of Microsoft Teams. Please find the hardware requirements for MS Teams on the Microsoft website.

Hard-wire your internet into your computer instead of using WIFI.

Check your internet bandwidth. Your speed should be 15-20 MBPS upload and download speeds at a minimum.

When at home, make sure you are the sole user of the available internet bandwidth for the duration of your meeting.

Use an external headset with microphone incorporated (wired is best, NO Bluetooth).

### Your studio

Find a quiet space with a plain background and place your computer on a flat surface.

Light up your face, use a light ring or natural light from a window, not behind you.

Set up the camera to be at eye level so you are looking directly at the camera and your entire face is framed.



### Test your setup

Participants are able to test their setup in the APCW 2021 conference site. A Test Meeting in the left side navigation connects to a session environment to test their microphone and webcam. A technician will be available to resolve technical issues.

Please test your setup and ask questions to our friendly support staff if needed.

[See you at APCW 2021!](#)

