



UNITED NATIONS
GENEVA

Preparing for a Meeting

A Good Headset

- Ideally, a USB Headset.
(Professional-grade is highly recommended)
- Avoid using earbuds type unless you are following from your phone.
- Place the microphone close to your mouth but avoid breathing into it.

Internet Connectivity

- Use Google Chrome as your browser.
- Use a wired connection.
(Preferred)
- If wired connection is not available, use high-speed Wi-Fi instead.
(Ideally 20 and 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended)

A Webcam

- An HD webcam is preferred to get a high quality video.
- Point the camera directly at yourself.
- When you seat in front of your computer, leave enough distance between you and the camera, so your face is entirely visible.

Professional Environment

- Choose a private and quiet room to speak from.
- Make sure the lighting in the room is adequate.
- Place yourself so that there is a blank or plain background.

Best Practices:

Make sure no other application is running such as Skype, Viber, Telegram, Zoom, Teams, etc.

Be sure to always use Google Chrome or Firefox as the browser for Kudo. Ensure you have the latest version installed and updated.

Have your headset configured and tested (<https://live.kudoway.com/test>)

Speak slowly, one person at a time.

Mute your mic when not in use.

Once you are connected



1 Click on Floor and chose your preferred language

3 Activate your Cam and Mic

2 Request the floor or release your mic