

PARTICIPANT'S GUIDE

Build the Americas:
Infrastructure Linkages for Economic Recovery
Thursday, February 24th, 2022

Meeting Dynamic: Build the Americas, Bidding Presentation

In this guide, we will give you an overview of the dynamics that will be taking place during the tender presentations on Thursday, February 24th, where you will learn from each project's executing units along with the Bank's team leaders about the details of the upcoming infrastructure tenders that will be financed by the IDB.

During the event, the main stage will have simultaneous interpretation for English, Portuguese, and Spanish.

At the end of each tender presentation, there will be a 15-minute Q&A parallel section. Those members of the audience who are interested in asking questions to the presenter(s) are invited to click on the corresponding Breakout Rooms.

After those 15 minutes are over, the hall will automatically close, and Zoom will bring you back to the main stage.

At the end of each performance on the main stage, we will continue with the next performance on the agenda. There will only be breaks at the end of each country group.

To participate in the parallel Q&A rooms, you must have the latest version of Zoom downloaded to your computer. This functionality will not be available for the web or mobile versions.

If you do not connect from a computer and download the latest version of Zoom, you will not be able to use the available Breakout rooms or interpretation services.

We strongly recommend that you review the suggestions on how to use the Zoom app at the end of this document to ensure that you can make correct use of all the functionalities.

All rooms, including parallel Q&A rooms, will be recorded and made available to the public at <https://connectamericas.com/build-the-americas-2022>

Tenders

In the following link you will be able to find the files with the details of the tenders that will be presented:

[Click here.](#)

General recommendations for virtual meetings:

How to update the Zoom app?

To update the Zoom app, you will need to follow the steps below:

Create a Zoom account *(Skip this step if you already have a Zoom account)*

The Zoom account will allow you to have a username and password, which you can use as credentials to join the meeting. To create an account, you can do it directly from the following link:

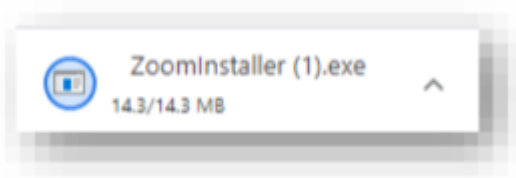
<https://zoom.us/signup>

Download and install the application on the computer *(Skip this step if you already have the Zoom application installed).*

By clicking on this link, the file to install the application will be downloaded automatically:

<https://zoom.us/support/download>

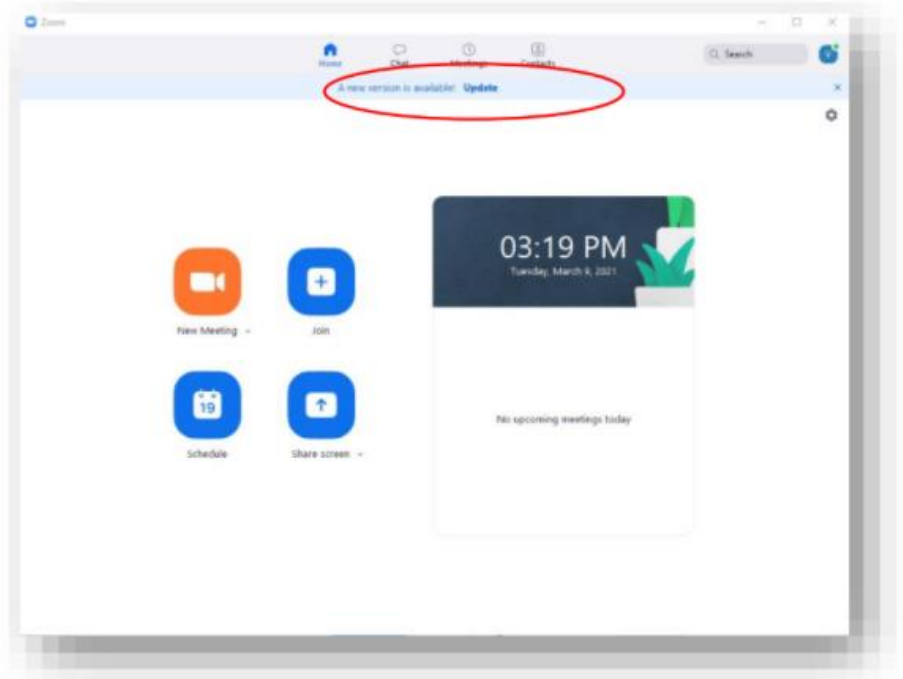
When the download is finished, you must open the file and follow all the steps to continue with the installation:



Check for new updates - Option 1

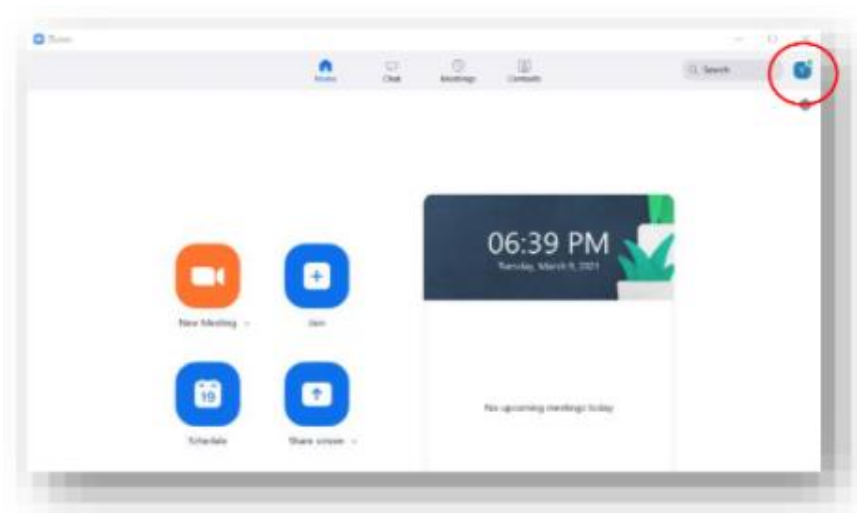
After installing the application and logging in, the Zoom application will display a message indicating if there is a new version available (see image). Click on Update.

Note: you can skip to the next step if the light blue ribbon with the message that an update is available is not visible from your screen.

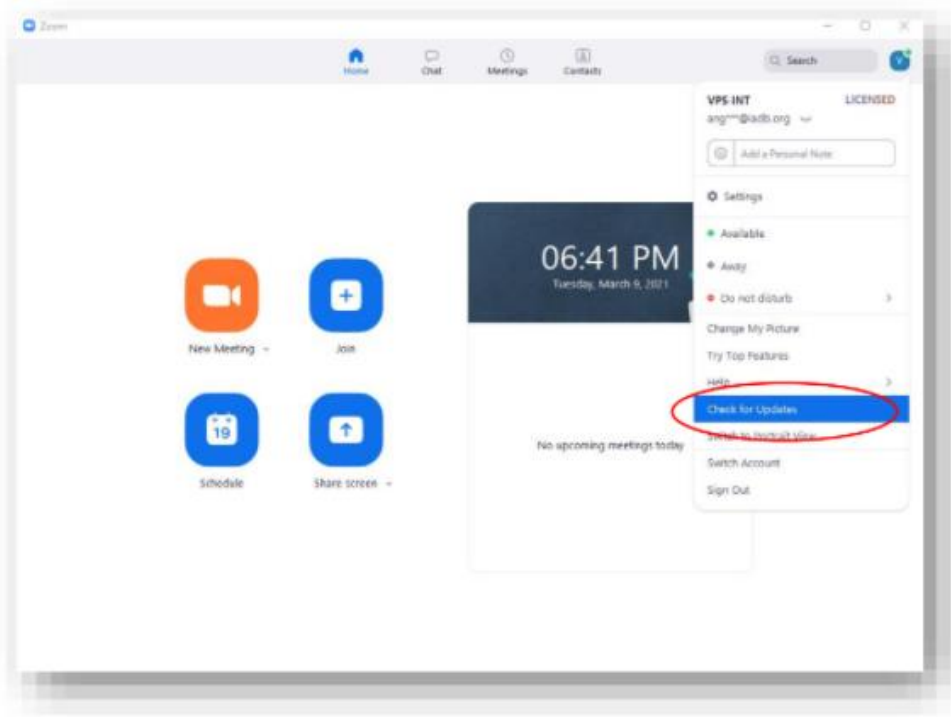


Check for new updates - Option 2

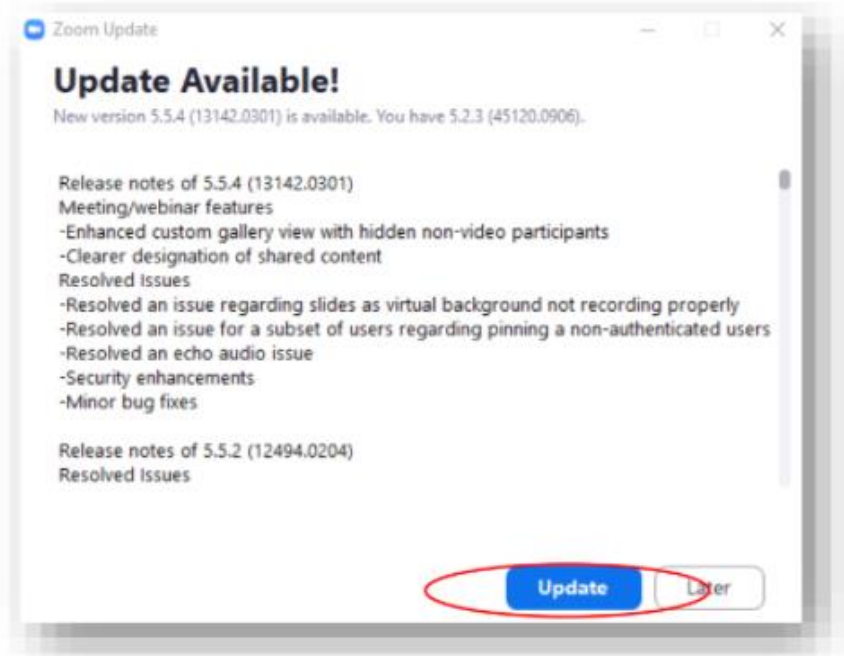
Go to the user icon and click on it (see image).



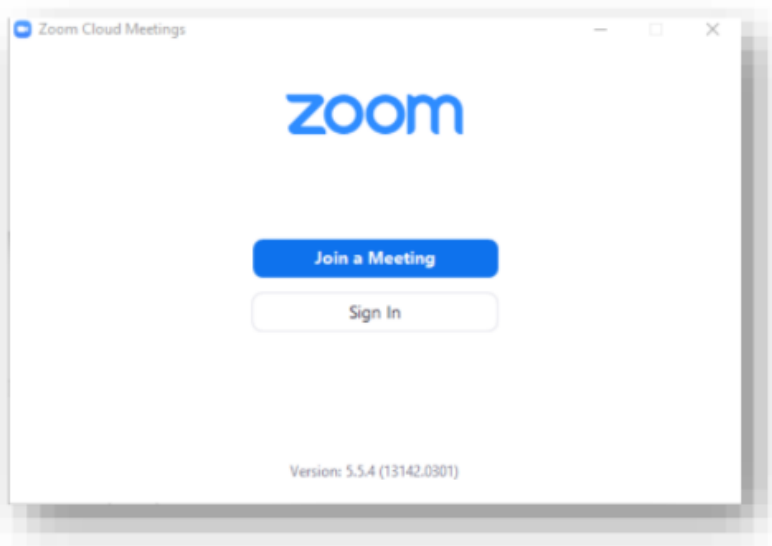
When the pop-up window opens, click on Check for updates.



For Options 1 and 2, a pop-up screen will open and you will need to click on Update (see image) to update.

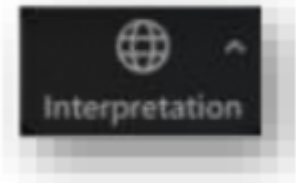


The application will restart, and you will need to log in again to join the meetings.



How to activate the interpretation option?

1. To access the different interpretation languages, click on the world icon at the bottom right of the screen.



2. Choose the language you want to listen to:



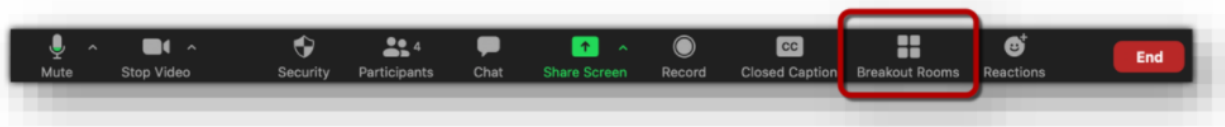
3. (Optional) Mute Original Audio, to only listen to the interpretation language.

Notes:

- In case you select an interpretation by mistake, you can change the language by simply clicking on the desired language or click *off* to deactivate the interpretation.
- Interpretation is available only in the main rooms and not in the Breakout Rooms.

How do I join a Breakout room?

1. At the bottom right, click on the *Breakout rooms* icon.



If the option is not available, you can click on the three dots (see image) and then click *Breakout rooms*

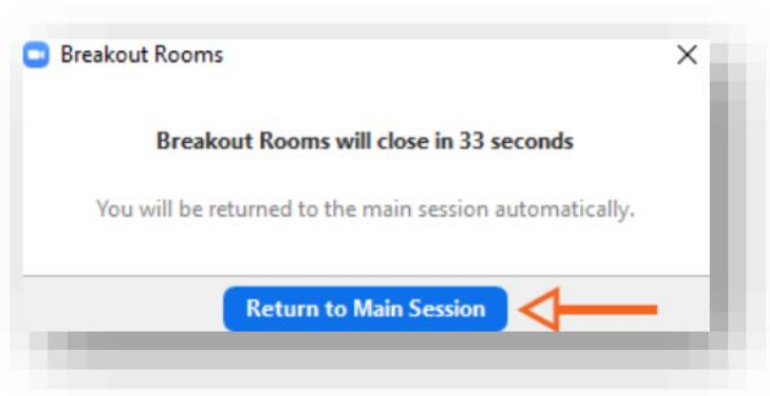


2. Then a pop-up window will appear with a list of available rooms, to join you must click on *Join*, as shown in the image.



Notes:

- To change rooms, repeat the steps and select the desired Breakout Room.
- For our event, Breakout rooms will have a duration of 15 minutes. When time is almost over, you will see a message showing the remaining time for the session (see image). If you are interested in participating in other sessions, you can select to return to the main session.



How to be a good participant?

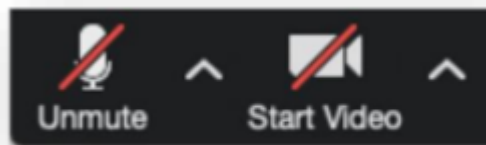
Identification:

When logging in, make sure you are logged in with the email account you provided when registering for the event. People who have a generic name or are not on the participant list will **NOT** be allowed to join the meeting.

Audio and video:

Since there are many presentations and we have limited time we ask participants to keep their microphones and cameras turned off.

When entering Zoom the Microphone and Camera icons will look like this, if they are turned off:



Using a desktop or laptop:

It will allow you to have a better experience and display the information on the screen.

Connection:

We recommend connecting to the internet through the direct cable of the router instead of WIFI

More information:

To know more about Build The Americas, please click [HERE](#).

Any questions?

You can send us an e-mail to: bta@connectamericas.com