



As previously announced, USAID's Office of Food for Peace (FFP) will host a virtual pre-solicitation conference on the Draft Fiscal Year (FY) 2020 International Food Relief Partnership (IFRP) Request for Applications (RFA) for the transportation, delivery, and distribution of shelf-stable prepackaged food commodities on **June 9, 2020 from 11:00 AM to 2:00 PM Eastern Daylight Time (EDT)**. The briefing will include a presentation of the content of the IFRP RFA, the available commodities, and technical considerations, followed by an opportunity for participants to ask clarifying questions. Please note that the virtual pre-solicitation conference will be recorded. The link for the recording will be made available following the virtual pre-solicitation conference.

The conference can be accessed at the following link: <https://usaid.webex.com/usaid/j.php?MTID=mf00dbeaaba4e85dfae177a9cbec534ea>

Additionally, participants may join by phone via the below:
+1-415-527-5035 US Toll
Access code: 199 348 6991

Further details on how to join the conference are attached.

The Draft IFRP FY20 Transportation RFA can be found on [Grants.gov](https://www.grants.gov) and [USAID's website](https://www.usaid.gov).

Regards,
USAID's Office of Food for Peace



IFRP Pre-Solicitation Conference WebEx Instructions

June 9, 2020

Technology Recommendations

We will be using WebEx to host this conference. We appreciate your patience and humor as we work to have smooth virtual events.

Joining the Pre-Solicitation Conference: Please log on 5-10 minutes prior to the start of the meeting to give yourself plenty of time to join. [Here is the link to join the conference.](#)

Instructions are below on how to join. Please test out WebEx prior to the conference (instructions on how to test WebEx are at the end of this document). For more information on the operating system and browser requirements to use WebEx, please visit this [webpage](#).

To join the pre-solicitation conference, you can either (a) use your browser or (b) you can download and use the WebEx application or (c) call in from a phone line. Here's how:

- (A) Through your web browser: When you click on the link to join the meeting, a pop up window that prompts you to install the WebEx application appears. Instead of installing the app, click on the link underneath that says "join from your browser". For more detailed instructions, use this [webpage](#).
- (B) Download the WebEx application [HERE](#) or do so when prompted after clicking on the conference link. Downloading the app and joining the meeting will take about 5 minutes.
- (C) Call in like a regular phone call with the provided phone number. Enter the access code when prompted. Note that you will not be able to see the slides or participate in the chat if joining via phone. If you have questions to submit as a phone user, please email IFRP@usaid.gov.

Audio: We are expecting a large turnout, so all participants will be muted. Please type any questions or comments you have during the conference into the Chat Box. The chats will be visible by everyone.

Video/Camera: Please do not turn on your video/camera. We will not use the video/camera function during the conference.

Test out WebEx: In advance of the conference, please try this [test meeting link](#) to ensure you are able to connect. See the graphic below for instructions.

- 1 Click on the following link: <https://www.webex.com/test-meeting.html>.
- 2 Enter your **Name** and **Email Address**, then click the **Test a Meeting** button.
- 3 Your test meeting will load:



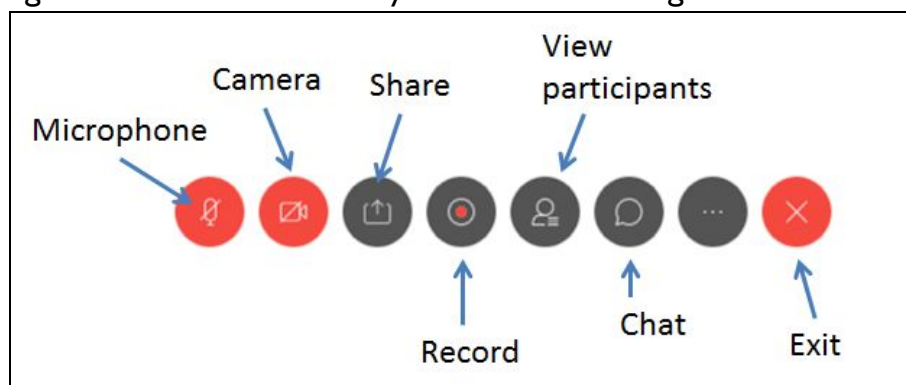
This is followed by a dialog box stating 'The host has not yet joined the meeting'.

Click **OK** to close the dialog box.

At this point, you have joined successfully, and the Webex Meetings client for the test meeting is successfully installed.

During the Meeting

- As mentioned, participants will be muted and we ask that all questions are submitted via the chat box. Questions will be addressed at the end of the meeting during the brief Q&A session. If you are calling in and unable to use the chat, please email questions to IFRP@usaid.gov.
- Once you have joined the meeting via browser or app, you will see a toolbar at the bottom of the screen. This is where you mute and unmute yourself, turn the camera on and off, share, record, view participants, and chat. If it disappears, hover your cursor over the bottom of the screen and it will reappear. As a participant, please keep your microphone muted and your camera off for the duration of the conference. Clicking the X button will remove you from the meeting.



- As participants, you will have limited functionality and several of the buttons and options will be grayed out. That is normal for participants.
- In order to chat, click on the speech bubble icon, the sixth button from the left in the toolbar. A panel will appear on the right side of the screen that allows you to type your questions and comments. Please note that the chats will be visible to everyone in the meeting.
- The button with a person icon will pop up a panel with the participant list.
- Please note that the meeting will be recorded. By joining the meeting, you are giving your consent to be recorded.

Troubleshooting

- The [WebEx Help Center](#) has extensive instructions and tutorials on how to use WebEx. It is easy to search a keyword to find specific instructions.
- Some issues may be due to the computer you are using. For the conference, you do not need to activate your microphone or camera. If you cannot hear the presenter, ensure that your volume is turned up and for additional help, review this [article](#).