

▶ Quick guide for remote participation in the 109th Session of the International Labour Conference (2021)

Access to the Zoom platform

- The platform used to enable remote participation for the 109th Session of the International Labour Conference is **Zoom**. **Please use the latest version and as a minimum version 5.8.1.**¹
- You will receive the links necessary to follow the various meetings of the Conference in individual invitations from "ILO / OIT <no-reply@zoom.us>", sent to the email provided with your accreditation to the Conference.

Please make sure that "ILO / OIT <no-reply@zoom.us>" email address is on the white list of your email account (i.e. that it is a trusted sender that will not go to the junk or spam folder).

- Separate invitations will be sent to connect to the sittings of the two working parties, to group meetings and to the Conference plenary sitting that will be held on 11 December. **You will receive as many separate Zoom invitations as working parties and related group meetings in which you have registered. These invitations will be valid throughout the Conference.**
- The Zoom connection for each sitting will be open at the times announced in the daily programme of meetings available through the [Conference website](#) and ILO Events APP.

We suggest you keep a list of all the Zoom links received easily accessible: all you will need to do is to click on the relevant link based on the programme of meetings of the day.

Before connecting to any meeting, please make sure that you have closed all browsers or the Zoom link/application of previous meetings you might have attended, as otherwise the ID_naming assigned to you will not display correctly.

- The Zoom links are personal and should not be shared or forwarded. Please do not rename yourself as we have used a pre-established naming protocol to facilitate your identification in the platform.
- If your credentials have been submitted (you may consult the receipt of credentials in real time in the [Credentials dedicated website](#)), but you have not received from "ILO / OIT <no-reply@zoom.us>" invitations to join the meetings in which you have registered the day before the start of the meeting, please check first the spam folder in your mailbox and then contact one of the following email addresses depending on the group you belong to:
 - Governments and invited international organizations: reloff-conf@ilo.org

¹ See the [instructions to update Zoom](#).

- Employers: actemp-conf@ilo.org
- Workers: actrav-conf@ilo.org

Please connect with a PC or laptop, from a quiet place with good connectivity. A cabled Internet access is preferable to Wifi. For better sound quality, please use ISO compliant headsets with incorporated microphones. Using a PC or laptop will also allow you to see the text in the language of your choice during working party discussions of draft conclusions. It will not be possible to see it on a tablet or smartphone.

Microphone and camera

- **You should activate your microphone and camera only when you are given the floor.** Please mute your microphone and deactivate the camera when you are not speaking.
- When taking the floor, please make sure that any other electronic device near the microphone is in silent mode to avoid interference with the sound system.

Displaying the text under discussion

- In working parties, participants using a PC or laptop will have the possibility to view on their screens, in English, French or Spanish, the text that is being discussed. Please select “view options” on the ribbon, then the language in which you would like the text displayed, as explained in the section [Zoom in pictures below](#). This function is not available on smartphones or tablets, nor to participants attending the meeting from a parallel platform.

Interpretation

- **Do not connect to Zoom via the browser as interpretation and other features will not be available.** Please make sure that you have at least version 5.8.1.
- Participants in working party sittings and the Conference plenary sitting will be able to listen to and speak in any of the seven ILO working languages. For group meetings, each Group determines the number of working languages available.
- You can select the language of your choice to follow the debates in the Interpretation menu (see the section [Zoom in pictures](#)).

Please note that in order to avoid interference between language channels, it is important to ensure that the language you speak in is the same language you are listening to, by selecting that language in the Interpretation menu.

If you do not need interpretation, you can select “off” in the Interpretation Menu (see screenshot below).

- **“Mute Original Audio” function:** if you hear the original language in the background while listening to interpretation on your selected language channel, please choose the “Mute Original Audio” function available at the end of the list of interpretation channels. You will need to de-activate it, however, if the next speaker will speak in the same language that you are listening to; otherwise you will have no sound at all. For example: (1) you are listening in the English channel; (2) the speaker is speaking in Spanish; (3) if you hear Spanish in the background, activate the “Mute Original Audio” function to stop the sound overlap; (4) if however the next speaker speaks in English, you will need to deactivate the “Mute Original Audio” function in order to hear that speaker.
- To guarantee accurate and faithful interpretation in a virtual environment, please send your statement at least the day before to:
 - inequalities-interpreter@ilo.org for the General Discussion Working Party: Inequalities and the world of work
 - skills-interpreter@ilo.org for the General Discussion Working Party: Skills and lifelong learning

Interpreters will treat this information as confidential and check against delivery.

- Please speak at a normal or slower pace than usual as in a virtual environment the sound and image are not of the same quality as in face-to-face meetings.

Request for the floor

- To facilitate the administration of the floor and time management, during the general debates in working parties and the Conference plenary sitting, registration in a list of speakers is required ahead of each sitting. To know how to register, please refer to each [Working Party information note](#) ² as well as to the *Information concerning the plenary sitting of the resumed part of the 109th Session of the Conference*.
- During a sitting, the floor can be requested either by raising a virtual hand or through the chat (see [Zoom in pictures](#)).
- Should you wish to raise a **point of order or request for the right of reply in working parties**, please do so through the chat function by indicating whether it is a point of order or a request for the right of reply. In the latter case, please also indicate the intervention in respect of which the right of reply is sought.

Technical issues

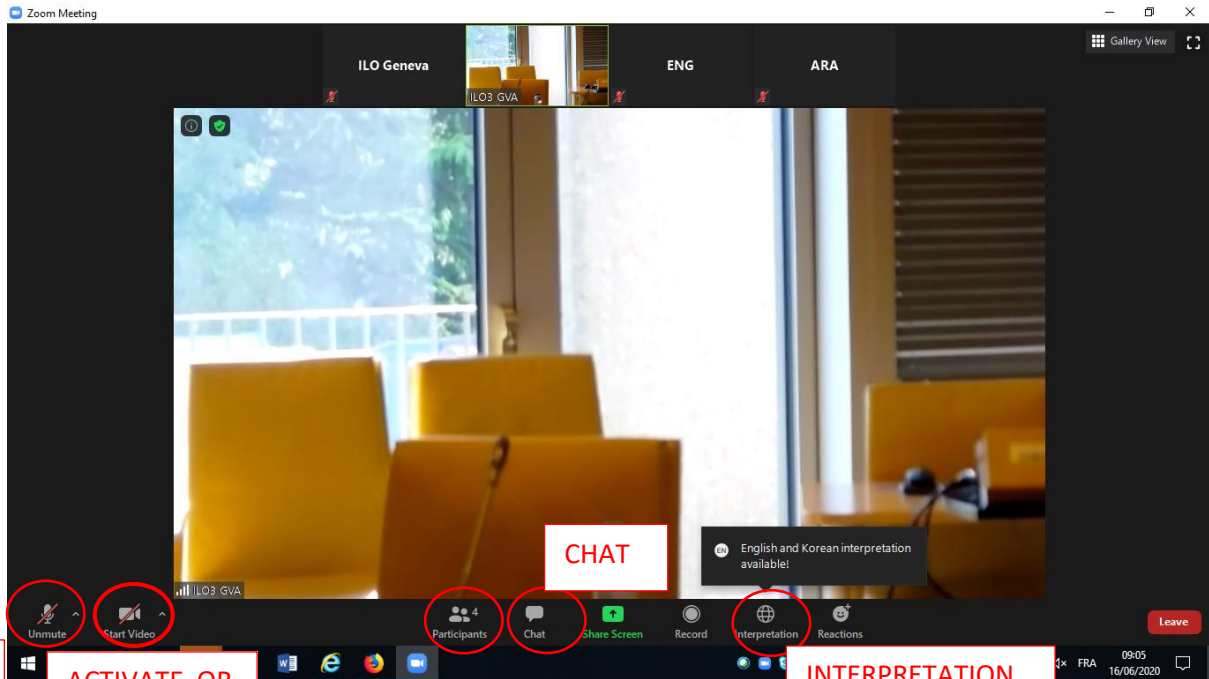
- If you face technical difficulties with Zoom **during a meeting**, please send a **private message to the Host through the chat**. To do so, please select in the Chat “private message to Host” and describe the problem. Please avoid writing to everyone in the chat. The host will respond to you privately proposing solutions to your problem. Our reactivity will however depend on the number of persons connected and requests received.
- If you are not familiar with the use of Zoom, please refer to the images in the next section.

² Inequalities ([ILC.109/WPI/Information](#)) and Skills ([ILC.109/WPS/Information](#))

- For other types of technical issues concerning access to the Zoom platform and difficulties in downloading the application in your country, please contact reloff-conf@ilo.org for assistance.

Zoom in pictures

FROM A PC

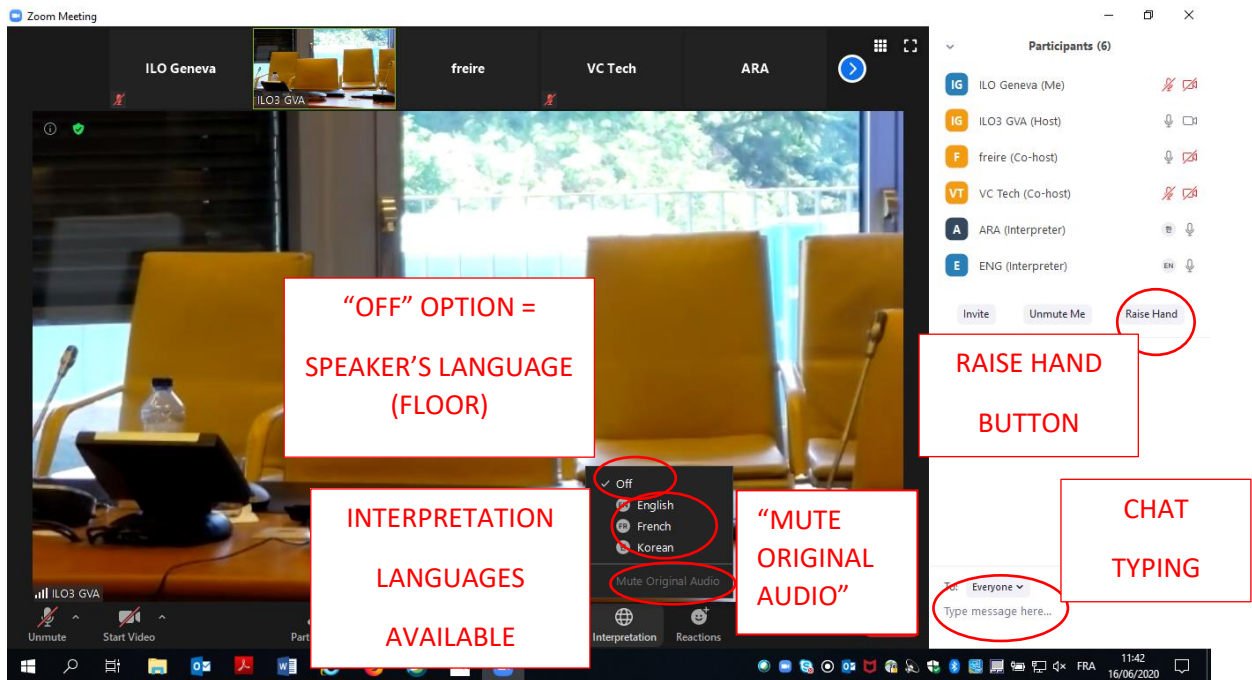


MUTE
AND
UNMUTE

ACTIVATE OR
DEACTIVATE
CAMERA

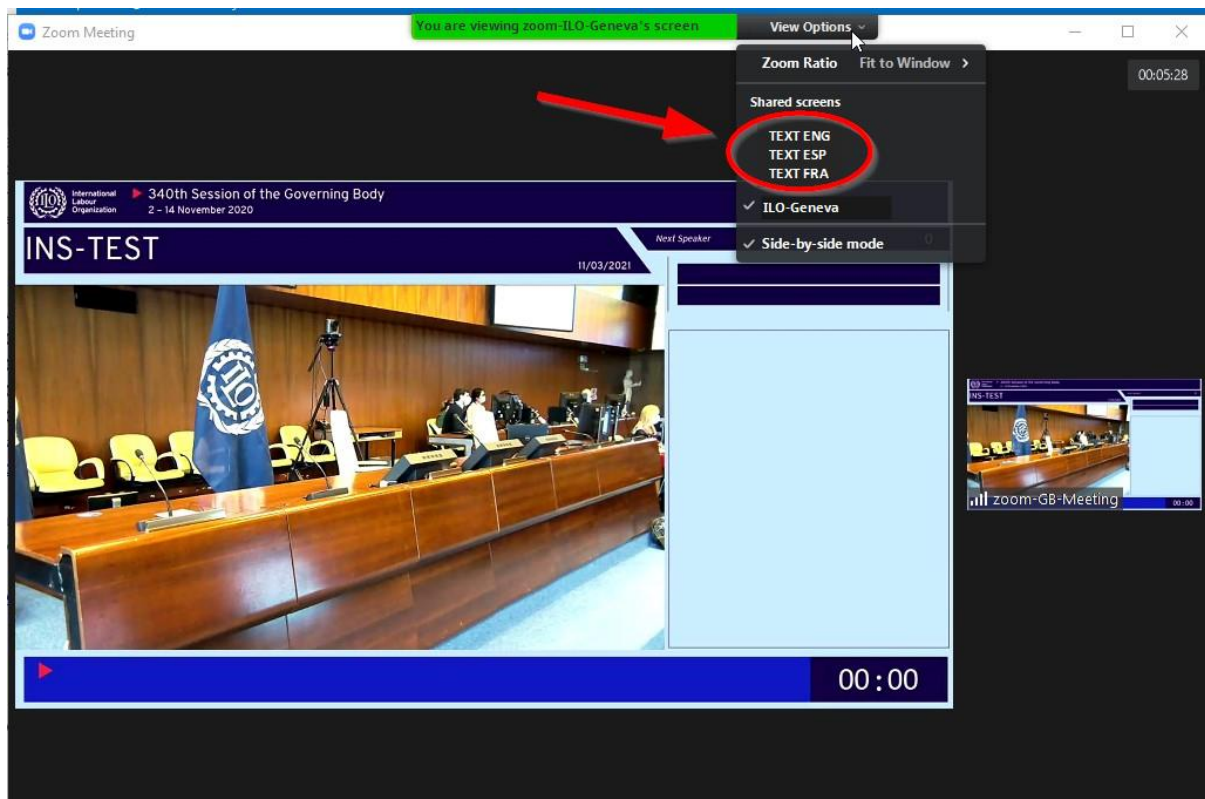
RAISE HAND

INTERPRETATION



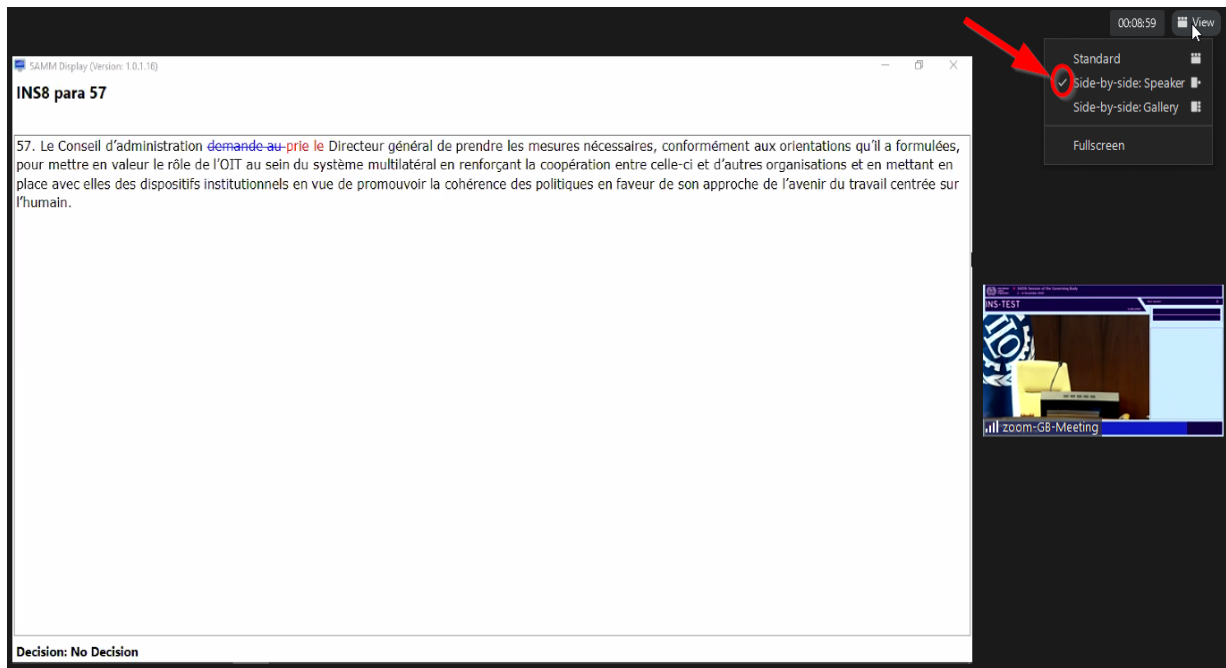
How to display the text under discussion

In "view options" select "TEXT" in one of three languages

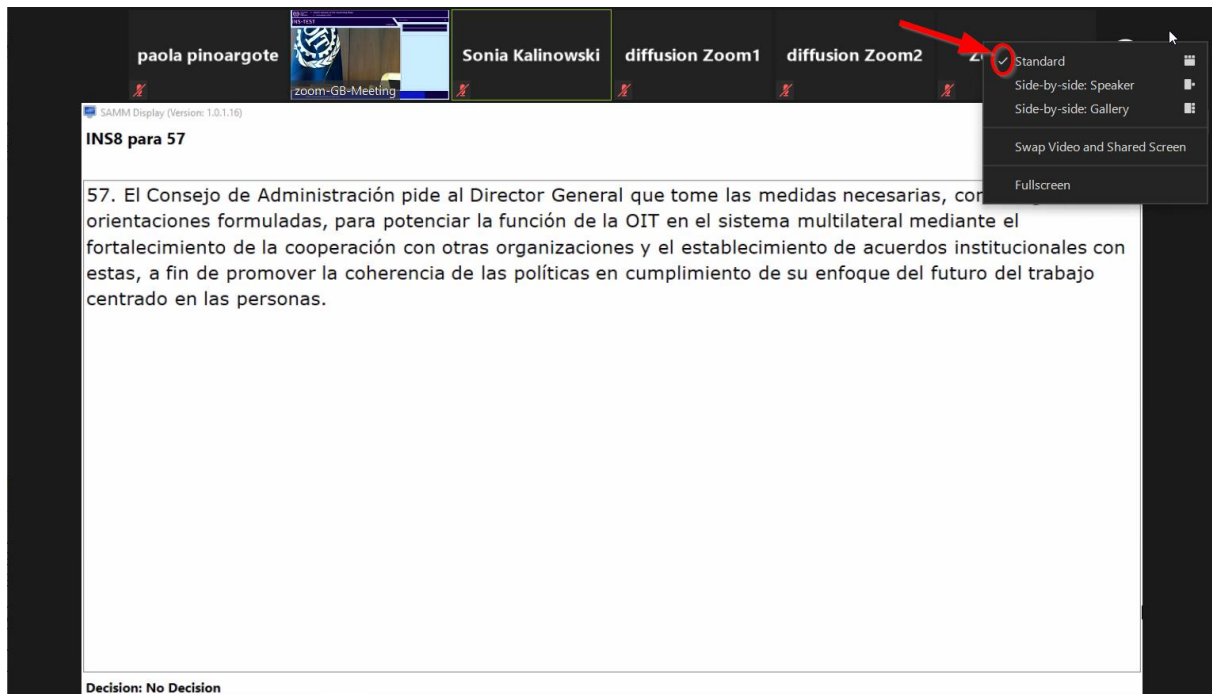


By clicking on “view” on the top right corner, you can select one of the three options for the display mode as shown in the pictures below:

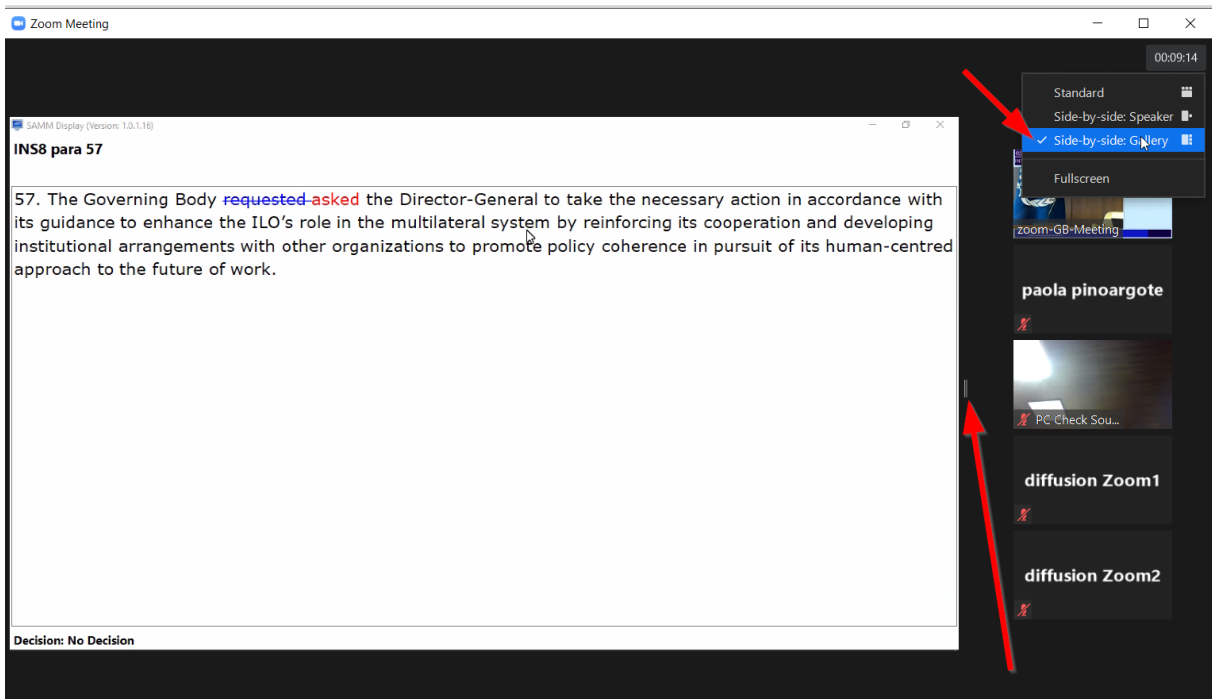
Option 1: The speaker on the right side of the screen



Option 2: The gallery of speakers on top

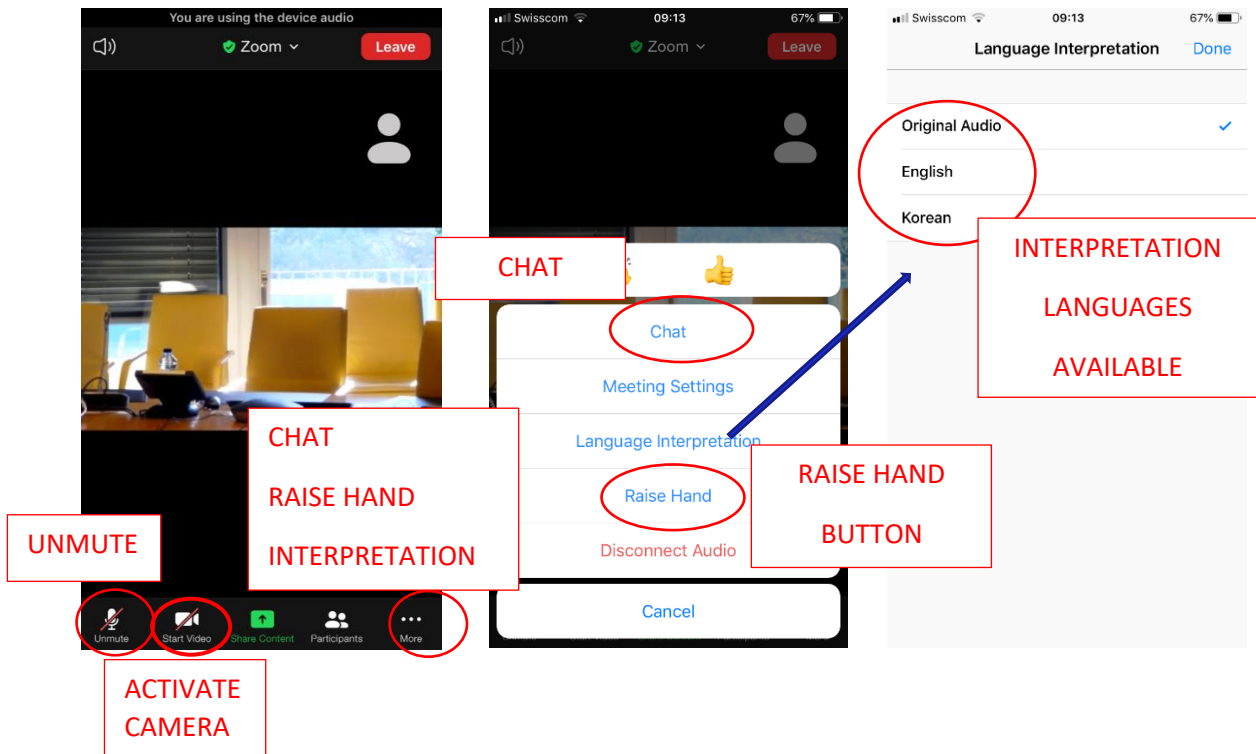


Option 3: The gallery of speakers on the right side of the screen



You can adjust the size of the text or image displayed side by side by moving laterally the bar between the two.

FROM A TABLET/SMARTPHONE



Remember that the function to display texts is not available on smartphones or tablets.