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 5.6.5. 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 each of the plenary, committee and group meetings. In addition to the general invitation that all Conference participants will receive for the Plenary and for the group meetings according to the group to which they belong (Employers, Workers and Government regional groups), you will receive as many separate Zoom invitations as committee and related group meetings in which you have registered (for instance one invitation to join the meetings of the Committee on the Application of Standards (CAS) and another invitation to join the Workers’ group meeting specific to the CAS). These invitations will be valid throughout the Conference for Plenary, group and committee meetings.

- The Zoom invitations are set at fixed dates and hours for the whole duration of the session, on the understanding that the Zoom connection will also be open at different times depending on the programme of the day decided by each group or committee. The exact time of each meeting will be 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.

¹ See the instructions to update Zoom.
• 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:
  o Governments and invited international organizations: reloff-conf@ilo.org
  o Employers: actemp-conf@ilo.org
  o 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 proposed amendments in the language of your choice during Committee discussions of draft conclusions or outcome documents. It will not be possible to see them 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 draft text under discussion

• In Committees and drafting groups, participants using a PC or laptop will have the possibility to view on their screens, in English, French or Spanish, the text of any draft or amendments that are 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 5.6.5.
• Participants in Plenary and Committee sittings will be able to listen to and speak in any of the seven ILO working languages. For group meetings, each Group determines its language regime, i.e. 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 on your language channel in the interpretation menu you hear a faint background noise of the original language, you should use the “Mute Original Audio” function available at the end of the list of interpretation channels. You will need to de-activate the “Mute original Audio” button if a next speaker speaks the same language you are listening to as 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:
  - plenaryspeeches@ilo.org for the Plenary
  - Cdr-interpret@ilo.org for the Recurrent Discussion Committee
  - Covid-interpret@ilo.org for the COVID Response Committee
  - standardsinterpret@ilo.org for the Committee on the Application of Standards

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, in plenary and general debates in committees, registration in a list of speakers is required ahead of each sitting. Please refer to the Registration of speakers for the Plenary, and to each Committee webpage for the arrangements applicable in each of them.

• In Zoom, the floor can be requested either raising a virtual hand or through the chat (see Zoom in pictures). In very large meetings such as the Plenary, the chat function will be deactivated. In such cases, requests for the floor during a sitting should be made using the virtual hand and the Clerk of the meeting will contact you to clarify the purpose of the request before informing the chairing officer.
Should you wish to raise a point of order or request for the right of reply in committees, 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 committee or group 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. **This will not be possible during plenary sittings with potentially several thousands of participants.**

- If you are not familiar with the use of Zoom, please refer to the images in the next section.

**Zoom in pictures**

*FROM A PC*
How to display draft documents and amendments

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 display function for draft documents or amendments it is not available on smartphones or tablets.