

ZOOM INSTRUCTIONS

You are about to attend a multilingual virtual event as a remote participant. The quality of connections can vary and have an impact on sound and video, with all the consequences that this may have on the ability for the interpreters to provide a quality service. In view of the present circumstances, please provide any speeches or speaking notes well beforehand, in order to facilitate the interpreter's job.

Before the meeting

- Ensure good and stable internet connection for the duration of the meeting.
- In order to guarantee appropriate connection, the use of a PC is required.

Access to Zoom

You can join the meeting by downloading the application or through your web browser. Please note that no interpretation is available when joining through the browser; for these connections, you will be hooked up to the floor (the language of each speaker). In order to have all functionalities, you need to join the meeting by downloading the application.

Connecting to your meeting

- Download the Zoom application when prompted.
- Enter the meeting number and password.
- When connecting through the application or via web browser, you will be asked to create an ID for the meeting. In order to facilitate your identification, please include the following information in your meeting ID : Country-[Organization – Name](#).
- Please allow some time, especially for the first connection and be ready to join 15-10 minutes before the scheduled start of the meeting.

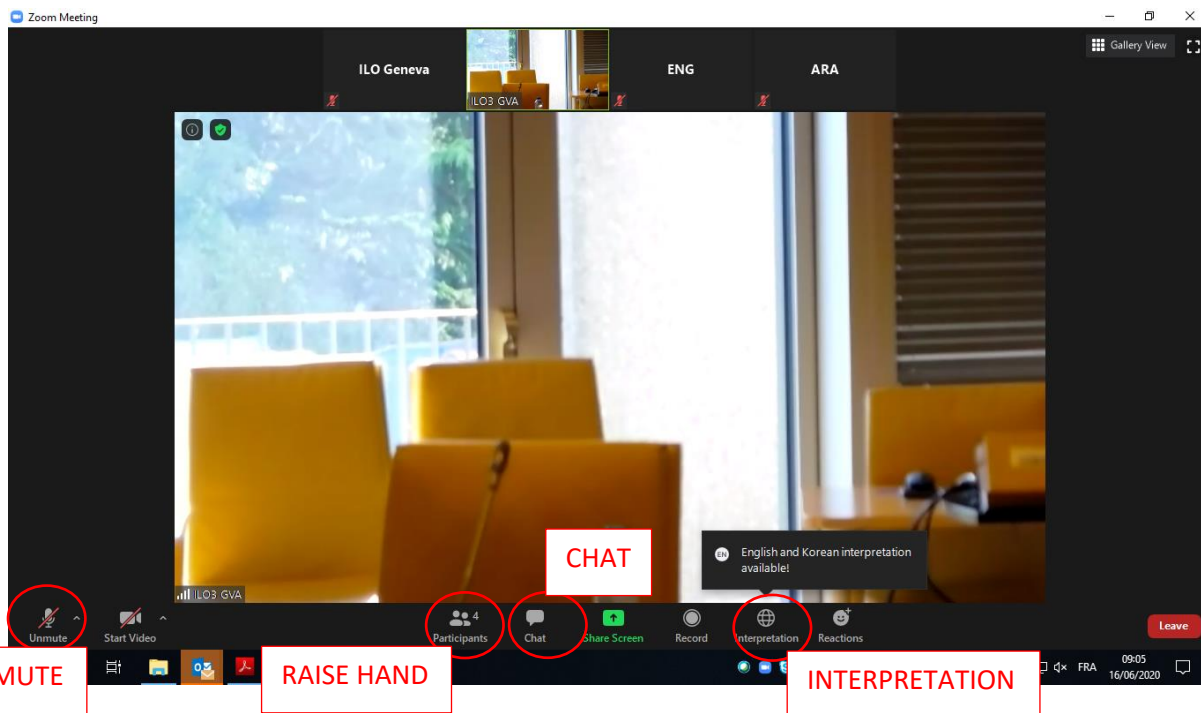
During your meeting

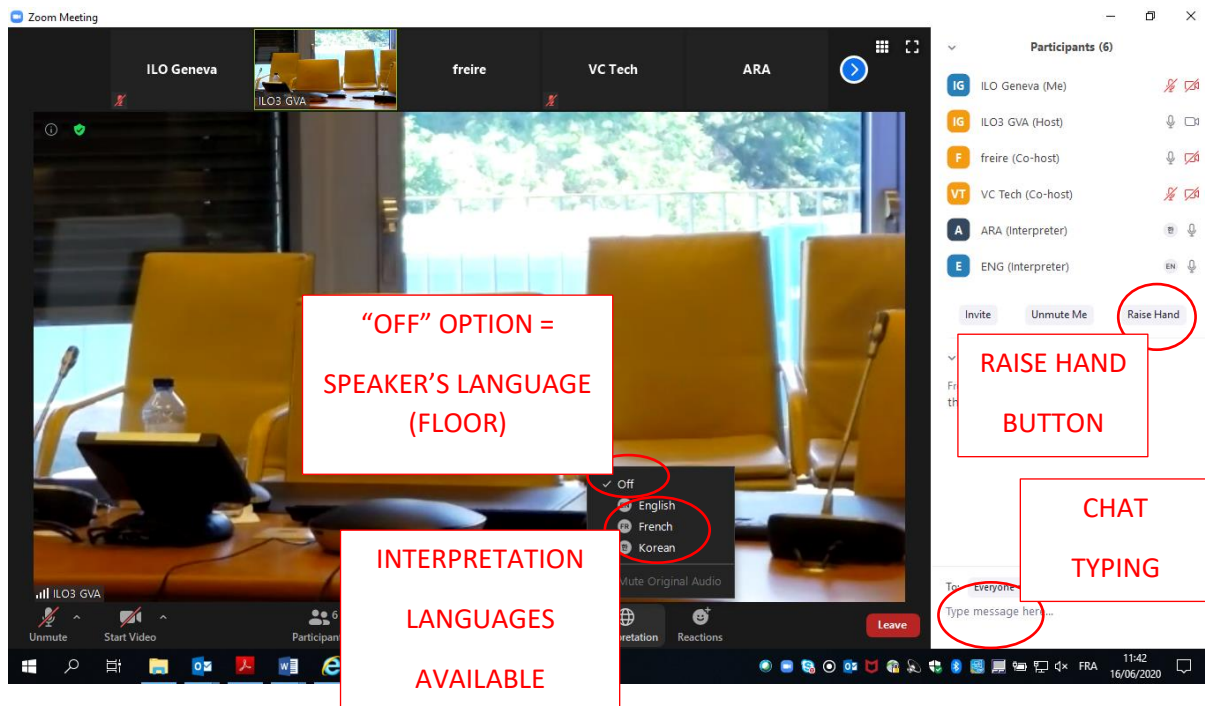
- **In order to avoid interference between language channels, pls take note of the following:
If you listen to the interpretation, pls select under the interpretation menu the same language as the one you are listening too, if you do not have any need for interpretation, pls make sure that in the Interpretation Menu (see screenshots here under) you have selected the option Off.**
- Raise hand and chat functions are available to ask the floor and to ask your questions.
- Ensure that you stay muted except when you are invited to take the floor.
- Mute yourself after your intervention.
- Participate from a calm environment/room - avoid open spaces or spaces with background noise.
- The use of a headset with microphone is highly recommended when taking the floor.

Security considerations

- The ILO has carried out an assessment of the latest version of Zoom for desktop and mobile operating systems and feels that it meets best practice for conferencing software to protect identities, data for meeting setup and meeting contents.
- Please be aware that remote conference can be recorded by any participant no matter what conferencing software is used.
- You should protect your privacy and identity by not sharing meeting passwords provided by the ILO. You should also not accept links and downloads that you are not expecting.
- At the end of the meeting please leave promptly, making sure that your camera and microphone are turned off.

YOUR ZOOM MEETING FROM A PC





YOUR ZOOM MEETING FROM A TABLET/SMARTPHONE

