

ZOOM INSTRUCTIONS ATTENDEES

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.

Before the meeting

- Ensure good and stable internet connection for the duration of the meeting.

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 and 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.
- Participants from countries or institutions with access limitations to Zoom can try to join through their browser or follow the events of the Global Summit in any of the languages from the public platform accessible through the Summit's dedicated webpage.

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 your own ID for the meeting. In order to facilitate your identification, please include the following information in your meeting ID : [Country - Organization – Family name](#).
- Please allow some time, especially for the first connection and be ready to join 10-15 minutes before the scheduled start of the meeting.

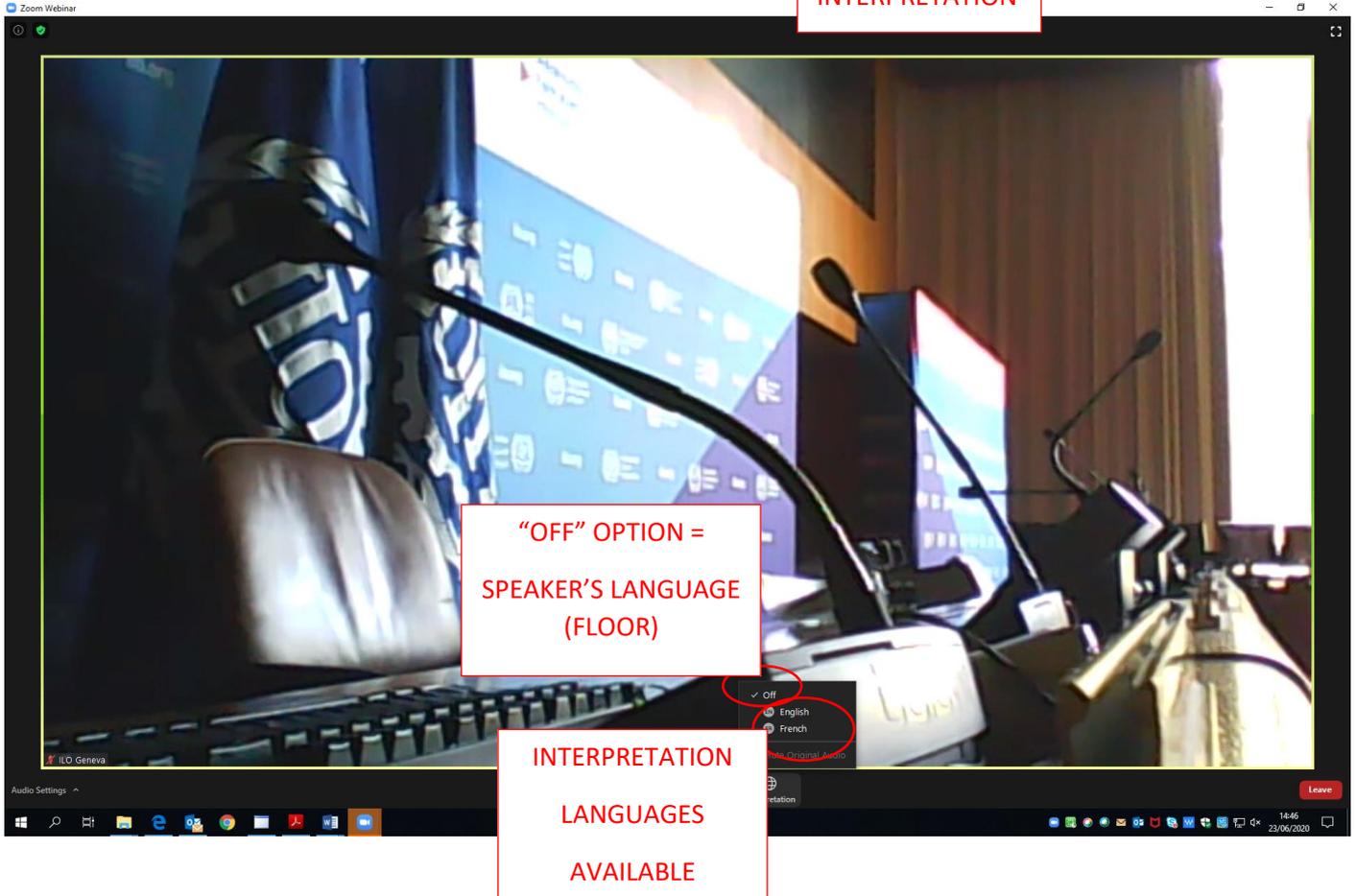
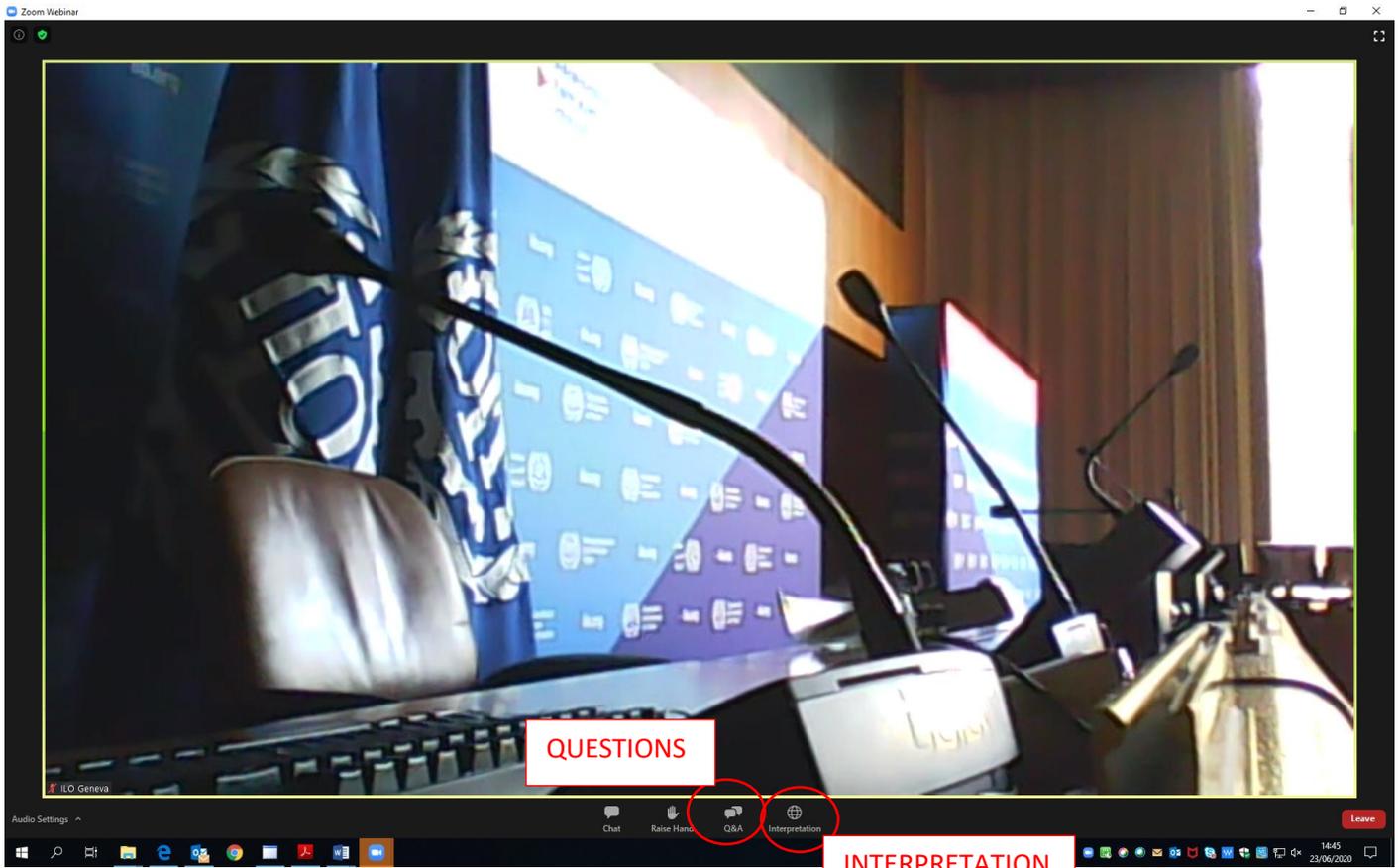
During your meeting

- Questions can be asked through the Q&A. To the extent possible, answers will be addressed offline after your virtual meeting. Kindly indicate your email address along with your questions.

Security considerations

- The ILO has carried out an assessment of the latest version of Zoom (5.0.3) for desktop and mobile operating systems and feels that it meets the 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. Encryption is not available if accessing the meeting through a public switched telephone system.

YOUR ZOOM MEETING FROM A PC



YOUR ZOOM MEETING FROM A TABLET/SMARTPHONE



INTERPRETATION

QUESTIONS

