

Guiding Note for Zoom Meetings Participants

This note is prepared to ensure the best technical quality of your participation

About the Meeting

The format of this online Meeting is a [virtual round table discussion](#), facilitated by the meeting's Chairs and moderators of the IHP Secretariat.

INFORMATION TO FACILITATE THE MEETING

- The IHP Secretariat's [moderator](#) will monitor and record the signaled wish to intervene (i.e. by the "raised hand" symbol) and communicate it to the meeting's Chairpersons. They will then [pass the floor](#) to each Participant desiring to intervene.
- The meeting will be simultaneously interpreted into six languages.
- When registering, please edit your name as follows: Country/Organization (Last name, First name).
- Please use the "raise your hand" option to signal the desire to speak.
- By clicking on chat, you can access to an instant message to the meeting participants.
- Please mute your microphone when joining the meeting and unmute only when invited to intervene.
- The meeting will be recorded.

PLATFORM (SOFTWARE)

Joining through Zoom

The Meeting will take place through [Zoom](#) and its "Meeting" platform.

Before the Meeting starts

To join the meeting, you need to register from this link [Register Now!](#), and use the [Meeting ID](#) and the [Password](#) sent in the invitation email.

During the Meeting

- Just before the exact time of the meeting, the link will direct you to a "waiting room", until the host starts the meeting. Please make sure to then firstly [mute](#) your microphone.
- Please refrain from interrupting the Chairpersons moderators or any other participants are speaking and if possible, choose to use the "[raise your hand](#)" option in the application.
- [Chat](#) is available for the panelist to exchange between them. The moderator and the IHP Secretariat that will support you can also see this chat. We strongly recommend using it to [communicate between all participants and moderators](#).
- [Please respect your intervention time, if indicated by the Chairpersons](#). It will allow the equitable allocation of time for all participants.

EQUIPMENT (HARDWARE)

To ensure a good connection to the platform and the best quality for video and audio, it is recommended to:

- Use a [computer](#) (laptop or desktop) instead of mobile phone, with an [Ethernet port](#) to connect to the network with a cable, since this can ensure a better connection online.
- Have a [stable Internet connection with a minimum of 4 Mb/s](#). If possible, avoid connecting to the Internet through Wi-Fi, since it can cause sound and/or video disruption or degrade the transmission quality.

- Use a [USB headset](#)., Noise reduction is encouraged to be used during the webinar. It can avoid the loop effect between the earpiece and the microphone device.
- Have a [camera built into the laptop or desktop computer](#), or even having a [webcam](#) connected to the device.
- We encourage to [test your devices and access to the platform](#) before the event to avoid any malfunctions or have lead time to solve them.

FURTHER RECOMMENDATIONS

To ensure the best conditions for participation in the meeting, here are some practical recommendations that are encouraged to be followed.

- Avoid locations with [low light](#) or too much [backlighting](#).
- Avoid [talking to someone else](#) and [frequent moving](#), in front of the screen.
- [Look at the camera or screen](#) while you speak and listen.
- Light yourself from the front with soft indirect light and [minimize](#) other lighting in the room, particularly from windows or [light sources behind you](#).
- Place a light with a [lampshade in front of you](#) and behind your webcam.
- Ensure that your [background](#) is not distracting for other participants. A plain wall behind you is recommended or maybe using a virtual background can be an asset.
- Avoid placing yourself in a space with [background noise](#).
- If possible, turn the “[focus assist](#)” on in your computer or laptop, or choose to not have any notifications during the event. This will [avoid](#) noises from the software system and distractions or any [interference](#) for yourself and the public.

CONTACT

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ZOOM MEETINGS APPLICATION EXPLANATORY NOTES

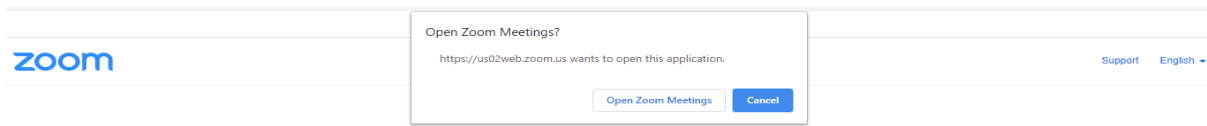
Step 1

You will receive on email the information to join through a **Zoom Link, Meeting ID** and the **Password**.

Step 2

After clicking the **Zoom Link**, a window on your browser will open asking you to join the meeting. You can either access through the Application (if you already have it in your PC or device), or through the browser by clicking “**launch meeting**”.

We strongly recommend you to download [HERE](#) the application (Zoom Client for Meetings) into your PC or device.



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

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Step 3

After joining the Meeting, it will automatically ask you to provide your name and email address, please register your name using the following format Country/Organization (Last name, first name) as well as your email address.

Step 4

Once you have accessed to the webinar the software will ask you to choose the audio you prefer. For this, make sure that the device you are using has a **good microphone**, or use a **headset** that you can connect to the computer. Make sure to choose **“Join with Computer Audio”**. Make sure to join with the **computer audio and video**. We encourage you **turn off** your video and **mute** your microphone when you are **not** making an intervention.

