Extended forty-fourth session

Fuzhou (China) / Online meeting
16 - 31 July 2021

User guide of the meeting's online platform:
Instructions concerning your connection and interventions

I. General Information

- Application to join the Online Meeting: **ZOOM** (*Participating in a Zoom meeting does not require a Zoom account: having Zoom installed on your computer/phone is enough. Guidelines for downloading Zoom are provided below.*). **Please download the latest version, otherwise malfunctions may occur with the interpretation**.
- Time and Date: **11:30 a.m. -3:30 p.m., 16 - 31 July 2021 (Central European Time, UTC +2)**
- Moderator: H.E. Mr. TIAN Xuejun, Chairperson of the World Heritage Committee
- Available languages for simultaneous translation: **English, French, Chinese and Spanish**
- The meeting will be recorded. The general public will have access to the debates via the livestream. All copyrights belong to UNESCO. The use of visual screen-shots from the meeting and videos pertaining to this meeting will belong to UNESCO.
- The Zoom platform can accommodate up to 1,000 active participants. Active participants are potential speakers who may request the floor during the debates and intervene in the name of the State Party / organization they represent, using camera/audio. Each State Party member of the **Committee** is guaranteed **five (5) active connections** simultaneously, and each **Observer State Party** will be guaranteed **three (3) connections**. The **Advisory Bodies** to the World Heritage Committee will be guaranteed **five (5)** active connections. **All other Observers**, as defined in Rules 6,7 and 8 of the Committee's Rules of Procedure, will receive **one active (1) connection** upon request and within the above-mentioned capacity limit of the platform.

II. Instructions for interventions

- Please connect at least **30 minutes** prior to the start of the meeting, to ensure that your connection works well and to allow time for the Secretariat to grant access to the meeting after checking the identity of participants. Connect with the same email address as provided during registration to avoid connection issues.
- Once you have joined the online meeting, you can follow it in your preferred language: English, French, Chinese or Spanish *(procedures to follow are further described in section IV below)*.
- Please abide by the naming convention and the name that has been assigned to you and do not rename yourself.
- Participants who wish to request the floor are welcome to do so by pressing the 'raise hand' button at the bottom of the list of participants. A yellow hand will be displayed beside the participant's name.
- Once the moderator has given the floor to each speaker, the speakers are requested to state their name and the country/organization they represent at the beginning of their intervention.
- Each speaker is invited to activate his/her microphone before starting the intervention and to mute the microphone while intervening. Please respect the time allowed for the meeting and keep your interventions brief.
- Please use a headset or wired headphones with a microphone, and ensure that you are in a quiet room without echo. As far as possible, do not use your PC's audio or, if you do use it, speak clearly

and closely to the microphone. By using your computer's microphone, you might create audio interference for other participants and the interpreters.

## III. Guidelines for joining the Online Meeting on Zoom

- To join a Zoom meeting on a computer or a mobile device, please download the latest version of the application at: https://zoom.us/download.
- The Zoom meeting does not require a Zoom account: participants can connect as guests.
- Following the registration, you will receive the information to access the online meeting by email.
- Join the online meeting on Zoom through the access link provided in the confirmation email sent after your registration.

Once you have clicked on the access link, you will be directed to the Zoom application or to your default Internet browser to join the online meeting. Use Google Chrome for best audio/video/sharing experience.

- You will be prompted to either download or launch the application.
  - ✓ If the Zoom Application is already installed on your desktop, the browser may ask if you want to open using the Application: click on "Open".
  - ✓ If the Zoom Application is not installed on your desktop, the browser may ask if you want to download the Application: click on "Download" and open the application.
  - ✓ Do not hesitate to refer to the Zoom support page for further explanations: https://support.zoom.us/hc/en-us

Next, the browser will ask for permissions to access the microphone and the camera: click on "Allow".

If you use an external microphone, speaker or camera, you can choose the selected devices via the Setting button (∧) next to the symbols of microphone and camera.
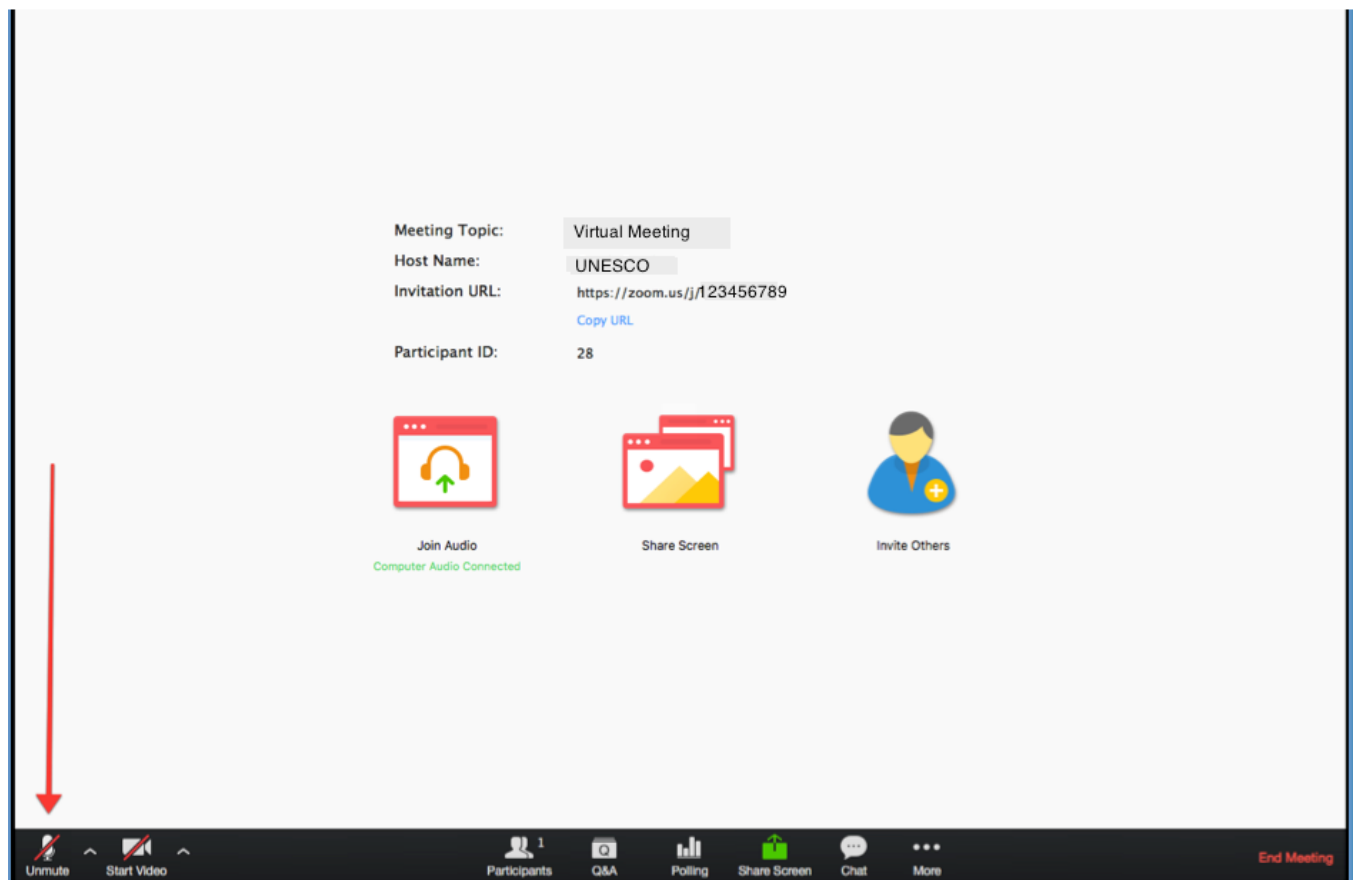
IV. Zoom Simultaneous Interpretation

- To use Zoom Simultaneous Interpretation, you will be able to select your language channel of choice (English, French, Chinese or Spanish) to listen and to participate in the meeting.
- In your meeting controls, click Interpretation and click the language that you would like to hear.
- An interpreter will hear the original meeting audio, which they can translate. Participants in a language channel will hear translated audio, as well as the original audio at a lower volume.
- To only hear the interpreted language, click "Mute Original Audio".
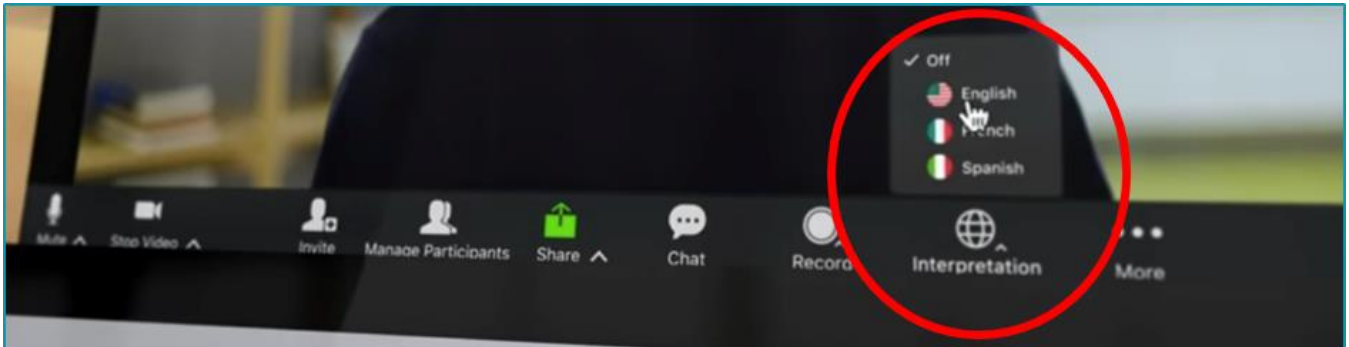
V. Functional Requirements

Firewall/Proxy pre-requisites
- Favour a wired connection to the internet and prefer joining the meeting on a laptop or desktop computer rather than a phone or a tablet.
- If your application stays in a "connecting" mode or you see the messages "Network error, please try again" or "Can't connect to our service, please check your network connection and try again" – it could be related to your network connection, network firewall settings or web security gateway settings. To configure your network firewall, please check the parameters in Network Firewall Settings for Meeting Connector.
- If your computer requires that you specify the exact IP address ranges and domains to which these ports should be opened, you can restrict the target IP ranges and domains for these ports. For a list of exact ports, protocols, and IP ranges, please see the table in Network Firewall or Proxy Server Settings for Zoom.
- You can also consider using an external Internet connection for the device that will be used for the meeting.

Bandwidth pre-requisites
- For Group Video calling, consider an average of 800kbps/1.0Mbps (up/down) for high quality video.
- For gallery view and/or 720p HD video: 1.5 Mbps/1.5 Mbps (up/down)
- Receiving 1080p HD video requires 2.5 Mbps (up/down)
- Sending 1080p HD video requires 3.0 Mbps (up/down)

VI. Zoom Meeting Security

To protect your privacy, and for security reasons, do not share the Zoom meeting link or code under any circumstances, and make sure that you are using the latest version of Zoom.