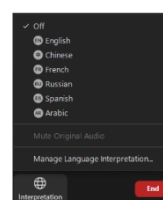


7th session of the OEIGWG on TNCs and OBEs (25-29 October 2021)

ZOOM GUIDELINES AND RECOMMENDATIONS

1. Connecting to the meeting

- **Link to join:** The Zoom link will be shared with those entitled to speak who have registered through [Indico](#).
 - Please do not share this link with anyone else. Each registered participant will receive their own link.
 - Please ensure you have the latest version of the Zoom app on your computer.
 - If you do not have the app, [you can download it here under “Zoom Client for Meetings”](#).
 - If you have the app, you can check for updates by clicking on your initials in the top right and selecting “Check for Updates” in the dropdown menu.
 - Certain features (like interpretation) may not work if you access Zoom through your web browser instead of the app.
- **Naming convention: “State / Organization – Full name” (e.g., OHCHR – Ben Shea):** If necessary, rename yourself by hovering over your name in the “Participants” tab and select “Rename.”
- **Please choose the interpretation channel you will be listening to the meeting in:**
 - For interpretation to work when you are speaking, you must speak the language of the channel you are listening to.
 - Do not select “Mute Original Audio;” this will make it so you cannot hear parts of the meeting. The technicians will take care of this.



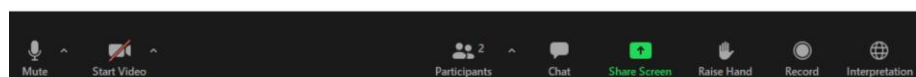
2. Considerations when speaking

- **You must use a headset with a microphone (e.g., phone earbuds):**
 - The interpreters will not interpret those who speak into a laptop or phone microphone.
 - Headsets prevent echo for the audience.
- Please **speak at a moderate pace**: It is difficult for the interpreters if you speak too fast.
- **Background noise / interference should be eliminated:**
 - [Turn off computer sounds such as email alerts.](#)
 - Make sure your phone is on silent.
 - Try to be in an indoor room, with doors and windows closed.
- **Keep your camera on:** Place yourself in the center of the camera, with a blank background and no distractions.
 - Avoid strong backlight, such as a window.

3. Considerations when not speaking

- Please **mute yourself whenever you are not speaking**.
- Please use the Zoom chat sparingly.

Use the navigation bar



You can mute or unmute your microphone and video



You can see the list of participants



Text chat



To request the floor



To choose your preferred interpretation language