GUIDANCE NOTE FOR REMOTE PARTICIPANTS:
ZOOM

Remote participants can participate via Zoom. Only participants duly accredited in Indico will receive a Zoom link for the meeting.

Please note that **priority will be given to in-person participants**, interventions via Zoom will be limited to 30 min at the end of each 3 hour meeting.

Speaking time limit is 2 minutes for all.

To ensure that your statement will have sufficient audio and video quality for interpretation, please follow the **recommended practices for participating via Zoom** below.

Please note that your intervention will become an official record of the Forum and will be considered a UN audio-visual asset that can be re-disseminated to media organizations worldwide on a non-commercial basis, in accordance with guidelines of the Department of Global Communications, and will be included in the webcast archive of the meeting on UN Web TV.

Please **avoid** any display of images that are provocative, that are related to bilateral disputes or that include commercial logos or brands in the background as you speak.

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A. RECOMMENDED PRACTICES FOR PARTICIPATING VIA ZOOM

With the objective of offering the best quality interpretation possible, and helping speakers to communicate their message more effectively, the Interpretation Service has identified a set of practices for recording video statements.

NOTE: for the smooth conduct of meetings, <u>special attention should always be given to the audio</u>.

1. **Device**
   Video statements **should not** be recorded using a tablet or smartphone.

2. **Microphone**
   - Use high quality unidirectional microphones[1], separate or attached to a headset, with a USB connection to the computer used for recording the video. Please contact conference services for advice on recommended microphones.

   - **Do not use** the following types of microphone, which **do not** ensure sufficient sound quality for interpretation:
     o Built-in computer microphone
     o Table top omnidirectional microphones (which capture sound from all directions, including background noise)
     o Wireless earbuds, such as AirPods
   - Position or hold the microphone at a reasonable distance (i.e. not too far from the speaker and not so close that breathing is picked up) and speak directly into it. This is especially important if you are using wired earphones with microphone.

3. **Setting**
   - Record in a quiet indoor room with the doors and windows closed to avoid reverberation and echoes.
   - Background noise and interference should be eliminated (turn off loud air conditioning, etc.).

4. **Camera and image**
   - The camera should provide a clear, front-on view of the speaker, ideally from the waist up.
   - Avoid strong backlight, such as a window.

5. **Statement**
   - Speak at a moderate pace.
   - If reading from a statement etc., the text should be provided to the secretariat <u>prior to the video being shown</u> and the interpreters will check against delivery.

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[1] Microphones should reproduce audio frequencies between 125 Hz and 15,000 Hz, with a variation of maximum +/- 10dB. Microphones shall comply with IEC 60268-4.

B. GUIDANCE NOTE FOR ZOOM MEETING PARTICIPANTS

In order to enable interpretation on Zoom, it is necessary to **use the Zoom desktop client** and **download the last updates**.

Using the browser does not allow one to activate interpretation, whereas older versions of the desktop client might present technical problems (such as missing interpretation channels, interference from other channels, volume changes, etc.).

Follow the steps below in order to download and update the desktop client, as well as to ensure that the interpretation on the platform will work smoothly for all participants.

Downloading and updating the Zoom desktop client

1. If you do not have the Zoom desktop client installed in your device, you can download it from the following link: https://zoom.us/download. It will already be the most up-to-date version.
2. If you already have installed the Zoom desktop client, you can update it by following the steps outlined below (also shown in the following video: https://www.youtube.com/watch?v=E7zERcVLUBM).
   a. Sign in to Zoom desktop client.
   b. Click your profile picture then click **Check for Updates**.
   c. If there is a newer version, Zoom will download and install it.
   d. If you are having issues, check some common fixes at https://support.zoom.us/hc/en-us/articles/360043555772-Updating-to-Zoom-version-5-0
3. Alternatively, you can also update the desktop client *without signing in* by: a) starting the Zoom client; b) right-clicking on the Zoom icon in the Windows notification area (lower right corner of the screen); c) selecting "Check for updates".
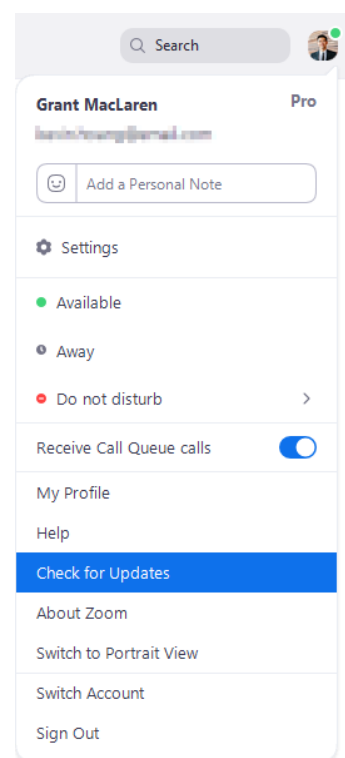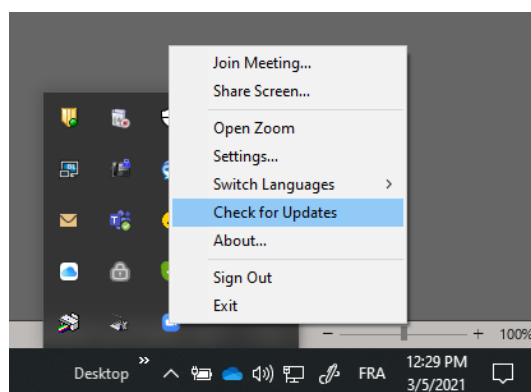
Choosing an interpretation during the meeting

1. In your meeting controls, click on the **Interpretation button**. 🌐
2. Select the language that you would like to hear (note that *Off* means listening to the *floor).
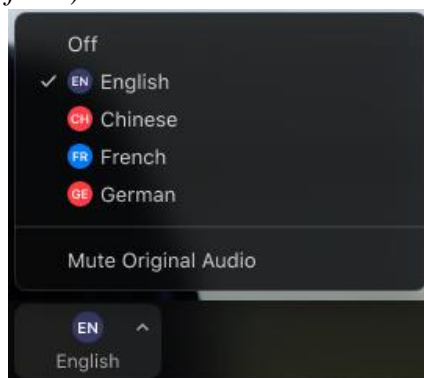
3. Make sure that you **speak the language of the channel you are listening to**. For example, if you speak in *French* while listening to the *English* interpretation channel, it could create sound overlaps that would make it difficult for other participants to understand the statement.
4. **Do not click** "**Mute Original Audio**". The platform will automatically mute the original audio once you select an interpretation channel. Muting the original by choosing that option might prevent you from hearing other statements *if the speaker does not follow step 3 above*.


Activating automatic captioning on the Zoom desktop client (only English)

Zoom meetings will be provided with automatic captioning as a means to increasing the accessibility to the work of the Council.

Kindly note that this technology is currently only available **in English** and **its accuracy is not guaranteed**, as it depends on many variables (such as background noise, volume and clarity of the speaker's voice, use of specialized or technical language, etc.). You can read more about it here.

Disclaimer: automatic captioning and the resulting transcript are automatically generated using Zoom's automatic speech recognition (ASR) technology. It is delivered without any human post-edition and **does not constitute an official record of the meeting proceedings**.

1. In your meeting controls, click on the **Live transcript button and select Show subtitle**.

2. To enlarge the subtitles, click on the **Live transcript button and select Subtitle Settings. In the setting window, you can select the desired font size.**
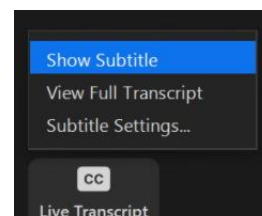
United Nations Forum on
HUMAN RIGHTS, DEMOCRACY
and the **RULE OF LAW**

GENEVA, 24-25 NOVEMBER 2022

Be in a **quiet location** – close the windows and doors and turn off the air conditioning

Use a computer, not a smartphone or tablet

Mute and turn off your microphone and camera when you have finished speaking

Don't touch the microphone or rustle papers near it whilst speaking

Plug in your unidirectional, USB-connected, **desktop microphone**

Sound quality
for remote interpretation

When speaking, turn on your microphone and camera and **speak directly into the camera**

Plug in your **ethernet cable** (if available)

Plug in your **separate headphones**

Silence your phone and any notifications on your computer

Send any statements to the Secretariat **in advance**

Speak at a **moderate pace**