Using Zoom as a participant
Key features
Registration

You are invited to a Zoom meeting.  
When: May 13, 2020 10:00 AM Eastern Time (US and Canada)  

Register in advance for this meeting:  
https://unicef.zoom.us/meeting/register/tJcld6oqDMpE9VWKiDWeAnrUB_bwaOBO1vP

After registering, you will receive a confirmation email containing information about joining the meeting.

Join Zoom Meeting  
https://unicef.zoom.us/j/93827068391

Password: 385449

• You must pre-register for the meeting.
Registration

- Each participant must be registered with a unique email address.
Registration

• The confirmation email has a personal link for you to enter the meeting.
• Please do not share links on social media.
Joining a meeting

- You will enter the meeting muted to avoid background noise or distractions.
Mute/unmute and video

- The red slash indicates you are muted or your video is off.

- No red slashes indicates that you are unmuted, so you can speak, and your video is on.
Choosing audio input

- By clicking the arrow next to the *Mute* button, you can select a microphone and a speaker. Sometimes, when your mic doesn’t work, you just need to switch input (e.g. to Jack Mic).
Choosing a virtual background

- By clicking the arrow next to the *Stop Video* button, you can choose virtual background.
Choosing a virtual background

• You can choose from default options or upload one yourself by clicking a + button.
Renaming yourself

- Add your country or organization before your name. If you are a PR, DPR or Chargé(e) d’Affaires please put PR, DPR or CDA after your name.

Country – Name (PR, DPR or CDA)
If you don’t want to see the video of yourself, you can hide it.
Hiding self view

- Even with a hidden self view, you can still check whether your Microphone and Video are on or off.
- To turn the video back on, click *Show Self View*. 
Full screen mode

- You can expand your meeting view to Full Screen.
Views: gallery view

- In this view, meeting participants have equal icon sizes.
- When someone is speaking, they will be shown on the first page.
- You can switch to the Speaker View by clicking a button on the top right.
Views: speaker view

- In this view, the speaker takes most of the screen.
- You can click the arrow on the right to view other participants.
Screen view: shared screen on

- When someone shares a screen, the participants’ windows might overlay the text.
- You can hide the video(s), or, if you would like to see those, you can enable a side-by-side view.
Screen view: enabling side-by-side

- To enable the side-by-side view, click on the small icon on the left, which will take you to *Settings*. 

Using Zoom as a participant
Screen view: enabling side-by-side

- Go to *Share Screen*.
- Click *Side-by-side mode*.
Screen view: side-by-side

- You will see videos on the right and the videos won’t overlay the shared screen’s content.
- You can adjust the width of the columns (presentation and videos).
Participants list

- To view the list of participants, click *Participants* on the bottom panel.
Raising and lowering your hand

- To see the *Raise Hand* icon, click on *Participants*.
- You will see the icon on the bottom right.
Raising and lowering your hand

- Once you’ve had an opportunity to speak, please lower your hand.
- If other participants raise their hands as well, you will see blue icons next to their names.
Raising and lowering your hand: Full Screen view

- If your meeting is in Full Screen mode, the participants list and raising hand icons will appear as a pop-up window.
- You can move this window to the corner.
Using reactions

- You can applaud someone or give a thumbs up.
Using chat box

- To see the chat box, click *Chat* on the bottom panel.
Using chat box

• In most meetings, we’ll ask you to use the chat box for IT support only.
Using chat box: private messages

- You can also send a private message to any participant.
- Choose their name in the list of the chat box.
Using chat box: private messages

- The private messages can only be viewed by you and the person who received it.
- Even if the host saves a chat history, private messages won’t appear in this history.
Sharing screen

• Please note that for security reasons, we disable screen sharing for all but hosts and co-hosts.
Recap

- Please remain muted when not speaking to avoid background noise.
- If you have a weak Wi-Fi signal please do not use video.
- Rename yourself in the Participants list:
  - Add your country or organization before your name. If you are a PR, DPR or Chargé(e) d’Affaires please put PR, DPR or CDA after your name.
    Country – Name (PR, DPR or CDA)

  - Use the Raise Hand function at the bottom of the Participants list to request the floor and lower your hand after your intervention.
  - State your name and delegation when taking the floor.
  - Please use the chat function if you need technical assistance.
  - If you need additional support, please contact the Secretariat.
Negotiations on decisions
Tips & modalities

✓ Participants are encouraged to **turn on their videos** for more interactivity.

✓ There will be a **shared screen showing the decision text** and revised by the editor in real time.

✓ The 'raise hand' feature will be used, and the facilitator will call on delegations in the order the hands go up.

✓ When making an intervention with new text proposed, the facilitator may invite the Member State to **introduce the new text in the chat box**. The editor can then insert it into the draft decision text.
Q&A