

UNICEF Office of the Secretary of the Executive Board (OSEB)

PARTICIPANT'S GUIDE TO VIRTUAL MEETINGS

(21 January 2021)

This guide outlines the steps to be followed by participants to join and participate in the virtual meetings of the UNICEF Executive Board.

It includes information on the technical requirements of the Zoom platform; security features (such as registration and the use of passwords); how participants should identify themselves; and how they can request the floor.

Technical recommendations

- **Desktop computer, laptop or tablet** (plugged into an outlet, or with a fully charged battery), equipped with a *camera, microphone and reliable Wi-Fi connection*
- Participants can also connect to the meeting using a *mobile phone*
- Zoom software (joining from browser is not supported for registration meetings)
- Information technology (IT) support (if needed)
- A quiet location

How to participate in the virtual meeting

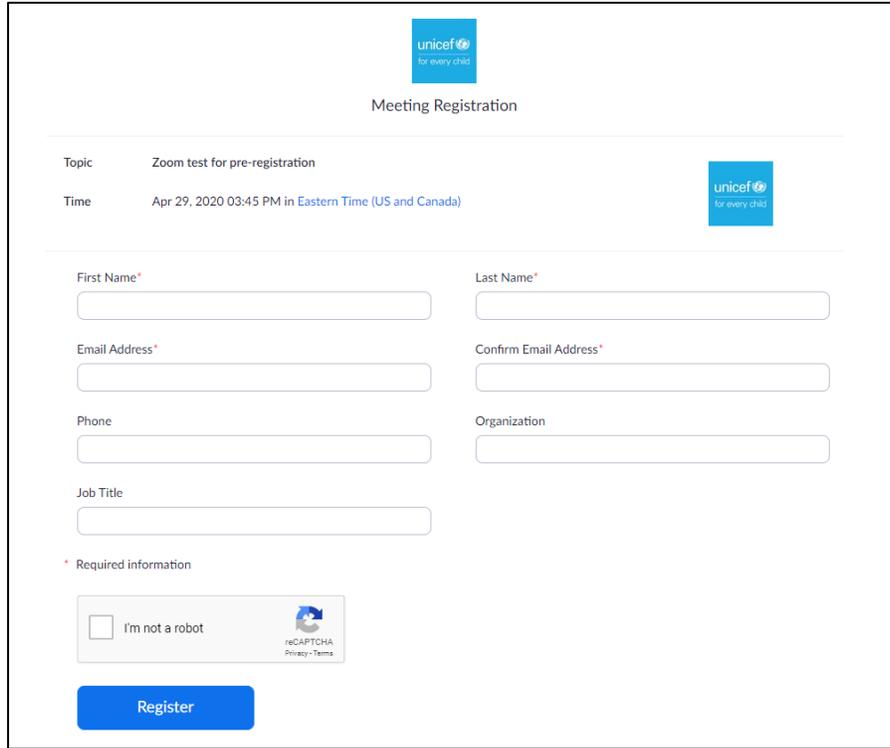
Registering before the meeting

1. Before the meeting the secretariat will share an email invitation that includes a Zoom link and will request that you register in advance of the meeting. An example is below:

<p>You are invited to a Zoom meeting. When: May 13, 2020 10:00 AM Eastern Time (US and Canada)</p> <p>Register in advance for this meeting: https://unicef.zoom.us/meeting/register/tjclde6oqDMpE9VWkiDWfAnrUB_bwaOBO1vP</p> <p>After registering, you will receive a confirmation email containing information about joining the meeting.</p> <p>Join Zoom Meeting https://unicef.zoom.us/j/93827068391</p> <p>Password: 385449</p>
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2. Clicking on the link under “Register in advance for this meeting” will bring you to the registration form, which includes fields that will help the meeting hosts to identify participants.

Please note that **you must use a unique email address** for each participant registering for a meeting. If you use one email address for multiple participants, only one registration will be saved.

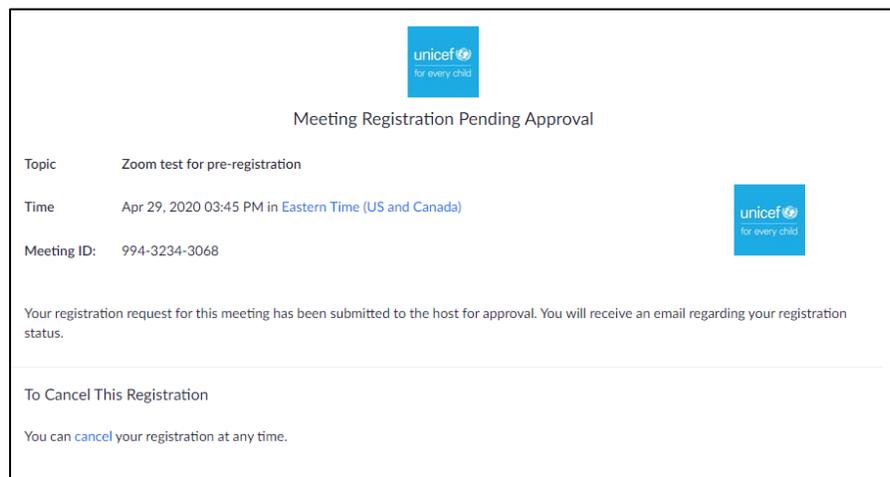


The screenshot shows the UNICEF Meeting Registration form. At the top, the UNICEF logo is displayed with the tagline "for every child". Below the logo, the title "Meeting Registration" is centered. The form includes the following fields and information:

- Topic: Zoom test for pre-registration
- Time: Apr 29, 2020 03:45 PM in Eastern Time (US and Canada)
- First Name* (required)
- Last Name* (required)
- Email Address* (required)
- Confirm Email Address* (required)
- Phone
- Organization
- Job Title

Below the form fields, there is a section for "Required information" which includes a checkbox for "I'm not a robot" and a reCAPTCHA widget. At the bottom of the form is a blue "Register" button.

3. After filling in the form and clicking “Register”, you will be informed that the meeting registration has been submitted to the host for approval.



The screenshot shows the UNICEF Meeting Registration Pending Approval page. At the top, the UNICEF logo is displayed with the tagline "for every child". Below the logo, the title "Meeting Registration Pending Approval" is centered. The page includes the following information:

- Topic: Zoom test for pre-registration
- Time: Apr 29, 2020 03:45 PM in Eastern Time (US and Canada)
- Meeting ID: 994-3234-3068

Below this information, a message states: "Your registration request for this meeting has been submitted to the host for approval. You will receive an email regarding your registration status." Below the message is a section titled "To Cancel This Registration" with the text: "You can [cancel](#) your registration at any time."

4. Once approved by the host, you will receive a confirmation email with a personalized link to join the meeting. **This link is unique for each registered participant and should not be shared.**

The invitation to the Zoom meeting will also provide a dial-in option that can be used as a backup should participants be unable to connect to the meeting by computer.

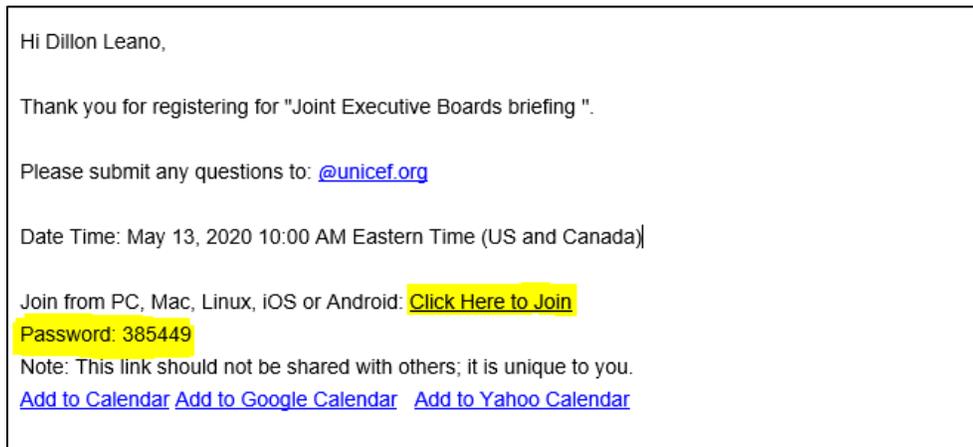
Installing Zoom and joining a meeting

- 5. It is recommended that you install the Zoom application (app) in advance of the meeting. See: [Zoom video tutorial: How to join a meeting.](#)

Participants are required to connect to the meeting using the Zoom application to take advantage of the video conferencing capabilities. Participants are encouraged to go into the system in advance of the meeting to familiarize themselves with Zoom.

- 6. Approximately fifteen (15) minutes before the start of the meeting, participants will be able to click on the link from the confirmation email (or call in) to join the session.

In order to do so, click on the link “Click Here to Join” and then enter the password that was provided in the email. Participants are reminded that meeting passwords are confidential and should not be shared.

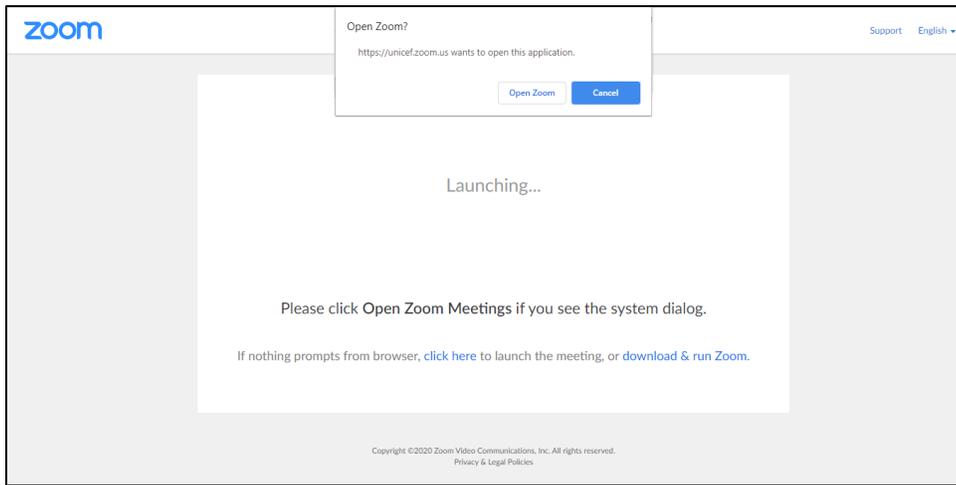


For easy reference you may click on “Add to Calendar” to add an entry to your own calendar.

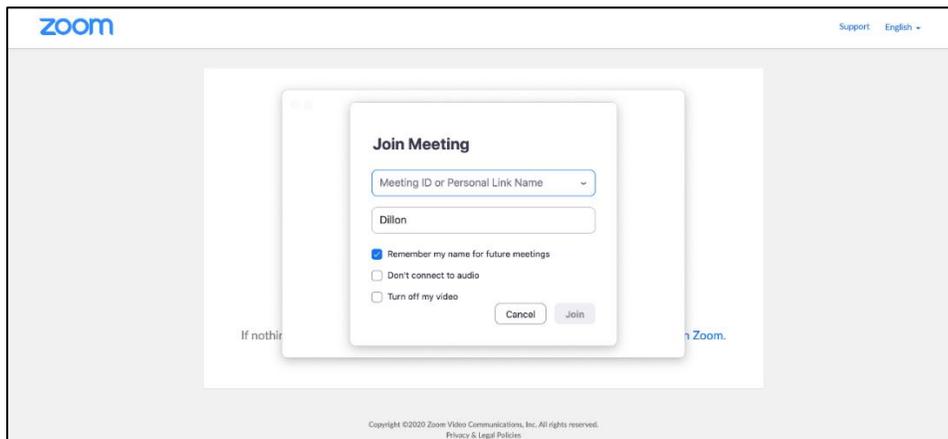
Kindly note that staff from the UNICEF secretariat will be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

- 7. If you do not have the application downloaded, a screen will appear, and you should choose the option to “download & run Zoom”. The download will begin, and you will need to open the downloaded file to install it on your computer.

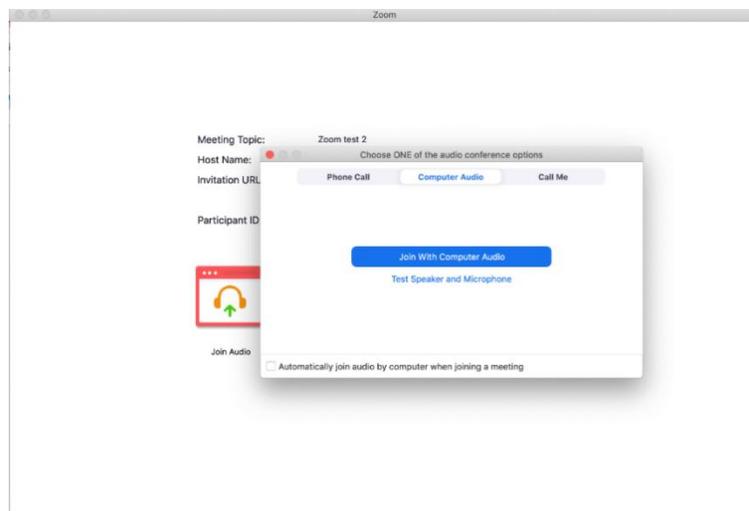
If you have the application installed on your computer, you will have the option to open Zoom. Choose “Open Zoom”.



8. Once Zoom is installed, you will be asked to enter the Meeting ID that is listed in the email invitation.



9. You will then be given the option to “Join with Computer Audio” or “Test Speaker and Microphone”. Clicking on “Join with Computer Audio” will take you into the meeting.



During the meeting



10. You will enter the room with your microphone on mute. To avoid background distractions, you should always keep your microphone on mute unless you wish to speak, at which point it can be unmuted (*see the icon at the lower left of the screen above*).
11. Your video will also be turned off when you enter the room. To turn on your video, click on the “Start Video” icon on the bottom left of the screen.
12. If you have a weak/unstable Wi-Fi signal, please use only the audio feature and not video (*see the icon at the lower left of the screen above*).
13. Please rename yourself in the *Participants* list by adding your country or organization before your name. You can rename yourself by choosing the option when hovering over your name in the *Participants* list.

If you are a Permanent Representative, Deputy Permanent Representative or Chargé d’affaires, please put PR, DPR or CDA after your name. For example,

Country – Name (PR, DPR or CDA)

All names of countries and organizations will appear in the *Participants* list after the hosts, in alphabetical order.

If a participant cannot be identified by the secretariat, he/she may be put in a waiting room until they are identified and renamed.

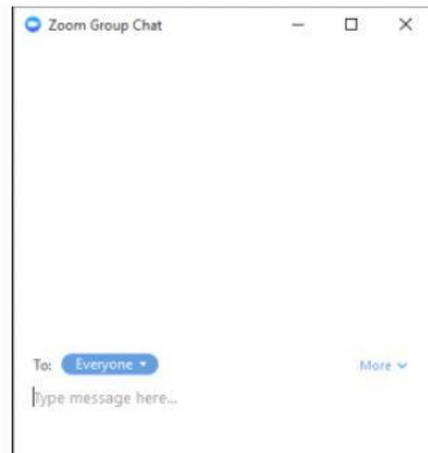
Taking the floor

14. When you wish to speak, you may click on the “Raise Hand” button (*at the bottom of the participants window*). A hand icon will appear next to your name in the *Participants* list to signal your request to the meeting host.

15. After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.
16. Please adhere to the time limits for statements (which are three minutes, if speaking in your national capacity, and five minutes when speaking on behalf of United Nations regional groups or for joint statements of more than two Member States).
17. When you are finished speaking, or if you no longer wish to speak, press the “Lower Hand” button (*at the bottom of the participants window*).

Chat messages (option to be used only if a participant needs technical assistance)

18. During the meeting, should you experience any technical difficulties in using the video/audio features, you may use the chat function to notify the secretariat. In order to avoid distractions and to make sure that your questions are noted, **please avoid using the chat to send questions/statements that are not related to requests for technical support.**



19. When the meeting has concluded, or when you no longer wish to participate, choose “Leave” (at the bottom right of the screen) to exit.