

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

PARTICIPANT'S GUIDE TO VIRTUAL MEETINGS FIRST REGULAR SESSION 2022

(12 January 2022)

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.

Some of the information under “technical recommendations” has been updated to reflect best-practice guidance from the United Nations on such issues as the use of equipment and connectivity so as to facilitate the work of the interpreters, who will be operating in the digital setting.

Technical recommendations

- **Desktop computer or laptop** (plugged into an outlet, or with a fully charged battery), equipped with a *camera, headset or loudspeaker, and microphone*.
- Participants **are not advised** to use *tablets* or *mobile phones* to connect to the meeting.
- **Updated Zoom software installed on your computer** (joining from a browser is not supported).
- If you do connect by phone using the “dial-in” or “call me” audio features, you will not be able to access language interpretation.
- Information technology (IT) support (if needed).
- A **strong and stable Internet connection**.
- A **quiet location**.
- To minimize echo, delegates should **avoid speaking from a large empty room/space**.

How to participate in the virtual meeting

Installing Zoom and joining a meeting

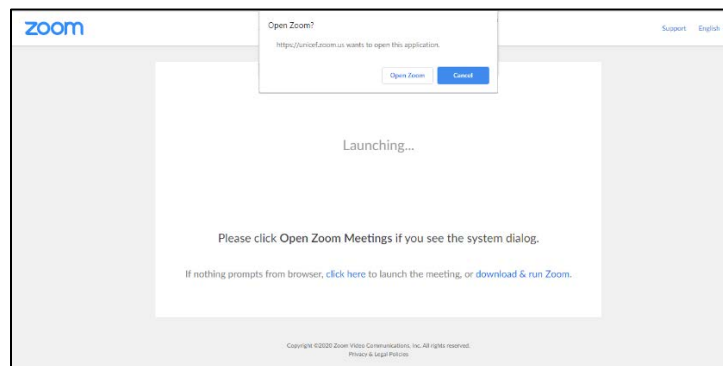
1. In accordance with guidance from the United Nations Department for General Assembly and Conference Management (DGACM), all participants must create their own Zoom account and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website and sign up for one (it is free).
<https://explore.zoom.us/docs/en-us/freesignup.html>
2. Kindly note that in order to enter the Zoom meeting, you must install and use the Zoom application to your computer. Please ensure that you are using the most up-to-date version of the Zoom software. **Joining from a browser is not supported.**
See: [Upgrading Zoom to the latest version](#)
See: [Zoom video tutorial: How to join a meeting](#).

3. A link to the Zoom virtual meeting and password will be shared with participants who have submitted their information by completing the [Credentials Accreditation Form](#)
4. Approximately fifteen (15) minutes before the start of the meeting, participants will be able to click on the shared link (or call in) to join the session.
5. Please click on the meeting link and manually enter the password when prompted.

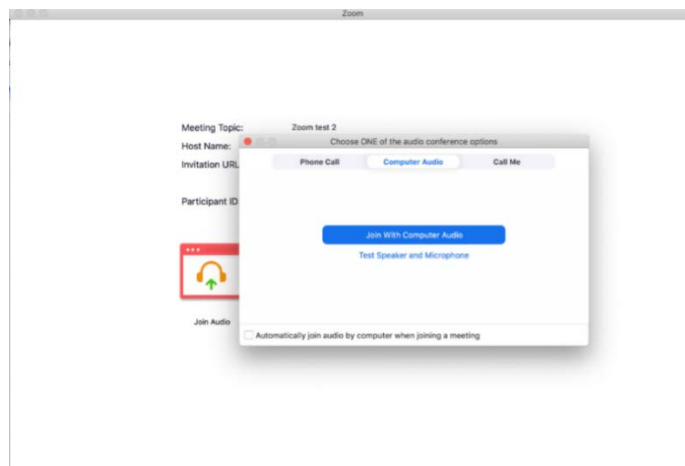
If you encounter a problem with entering the Zoom meeting, send an email to unvc@un.org with reference to Zoom along with your phone number and a BCSS technician will contact you to help or call at +1 212 963 8649.

6. Kindly note that staff from the UNICEF secretariat will also be available in advance of the meeting to help to troubleshoot any issues participants may encounter.
7. **You must have Zoom installed on your computer or laptop.** The meeting cannot be accessed through a browser. 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 Zoom is already installed, you will have the option to open Zoom. Choose “Open Zoom”.



8. You will be asked to enter the meeting password that is listed in the email confirmation.
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 Internet / Wi-Fi signal, please use only the audio feature and do not use video (*see the “Stop Video” 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–PR, DPR or CDA–Name

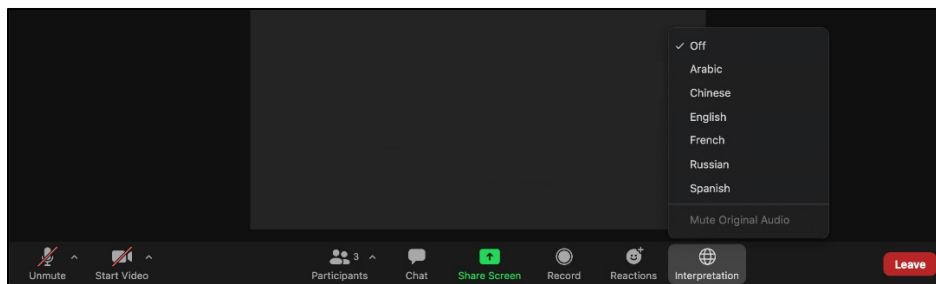
All names of countries and organizations will appear in the Participants list after the hosts, in alphabetical order.

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

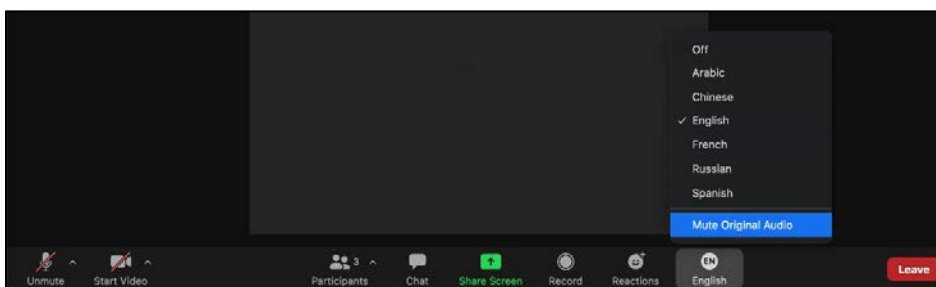
Interpretation

14. Interpretation for the session will be provided by the DGACM. Participants may speak in any of the six official languages (Arabic, Chinese, English, French, Russian and Spanish). Their words will be simultaneously rendered into the other five languages by the conference interpreters.

15. To ensure higher quality interpretation, participants are kindly requested to use a headset and to speak slowly and clearly. The United Nations recommends a moderate speaking pace of no more than 100 to 120 words per minute.
16. To change the audio to a different language, click on the “Interpretation” button in the lower menu and choose a language.



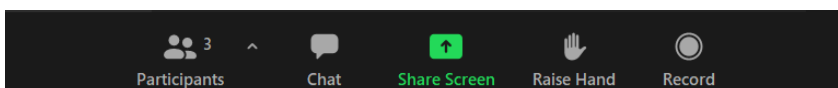
17. By default, the original language will play at a lower volume in the background. Once a language is chosen you will have the option to “Mute Original Audio” which will turn off the audio of the original language.



18. You must join the meeting audio through your computer audio/VoIP. You cannot listen to language interpretation if you use the “dial-in” or “call me” phone audio features.
19. As a participant joining a language channel, you can broadcast back into the main audio channel if you unmute your audio and speak.
20. For further information on accessing interpretation on a desktop, laptop, tablet or mobile device see: [Listening to language interpretation](#).

Taking the floor

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

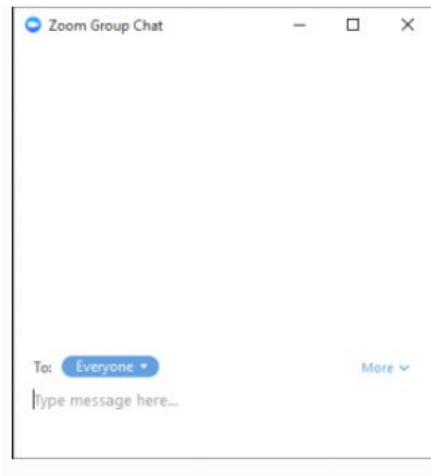


22. After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.
23. Please adhere to the time limits for statements (which are **three minutes**, if speaking in your national capacity, and **five minutes** when speaking on behalf of United Nations regional groups or for joint statements of two or more Member States). A timer will signal when you reached the allocated time limit.

24. When you are finished speaking, or if you no longer wish to speak, press the “Lower Hand” button in the “Reactions” menu.

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

25. 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.**



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