

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

PARTICIPANT'S GUIDE TO VIRTUAL MEETINGS

INFORMAL BRIEFINGS

25 JANUARY 2022, 3-6PM

26 JANUARY 2022 10-1PM

(18 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.
- If you connect by phone using the “dial-in” or “call me” audio features, you will not be able to access language interpretation.
- **Updated Zoom software installed on your computer** (joining from a browser is not supported).
- 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

Registering before the meeting

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

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/tJclde6oqDMpE9VVKiDWfAnrUB_bwaOBO1vP

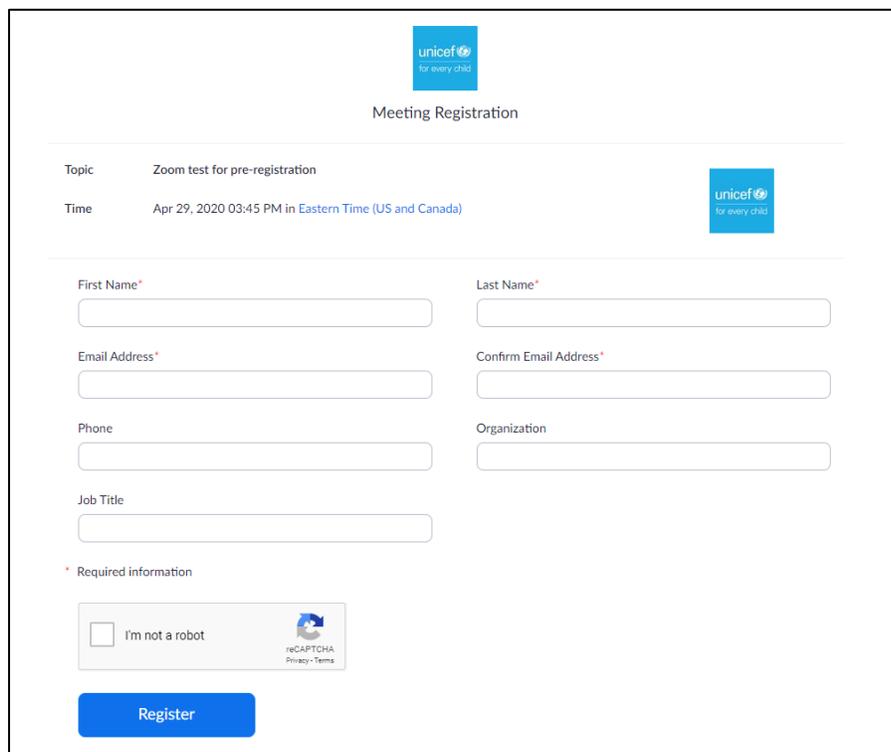
After registering, you will receive a confirmation email containing information about joining the meeting.

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

Password: 385449

2. Clicking on the link under “Register in advance for this meeting” will take you to the registration form, which includes fields for information 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 a single email address for multiple participants, only one registration will be saved.

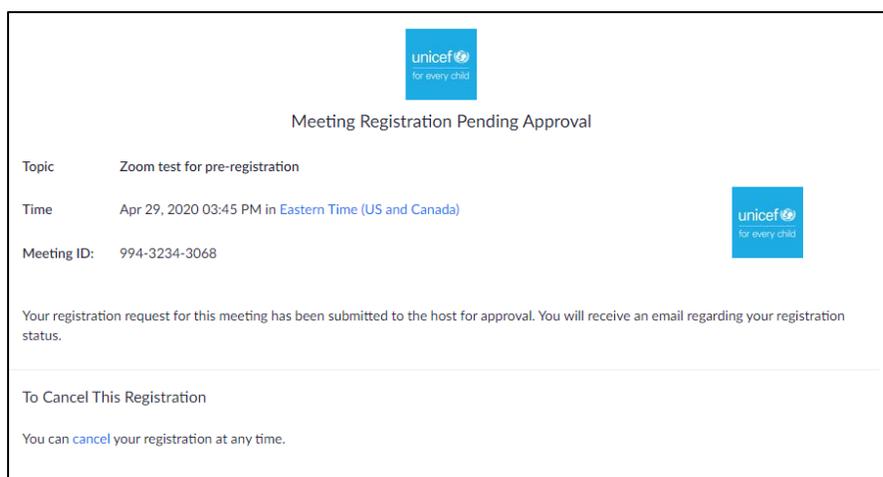


The screenshot shows a web form titled "Meeting Registration" with the UNICEF logo at the top. The form contains the following fields and information:

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

Below the form fields, there is a section for "Required information" which includes a reCAPTCHA widget with the text "I'm not a robot" and a "Register" button at the bottom.

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.



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.

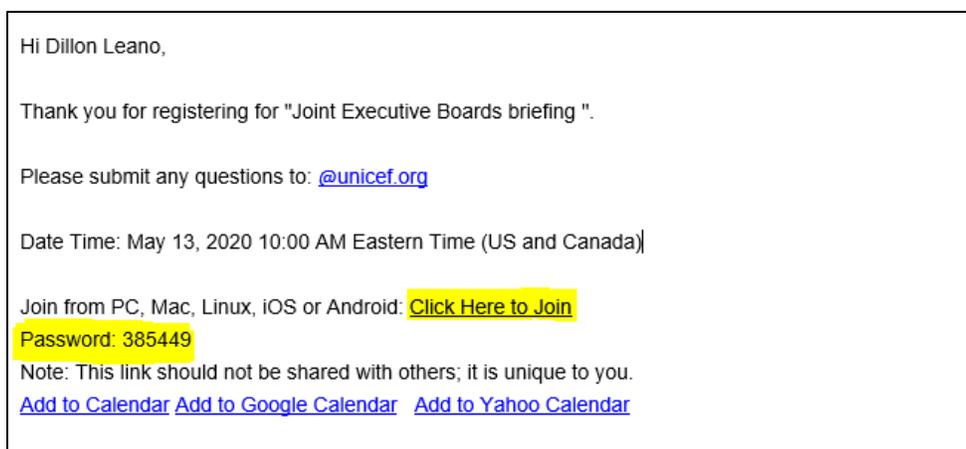
Installing Zoom and joining a meeting

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.

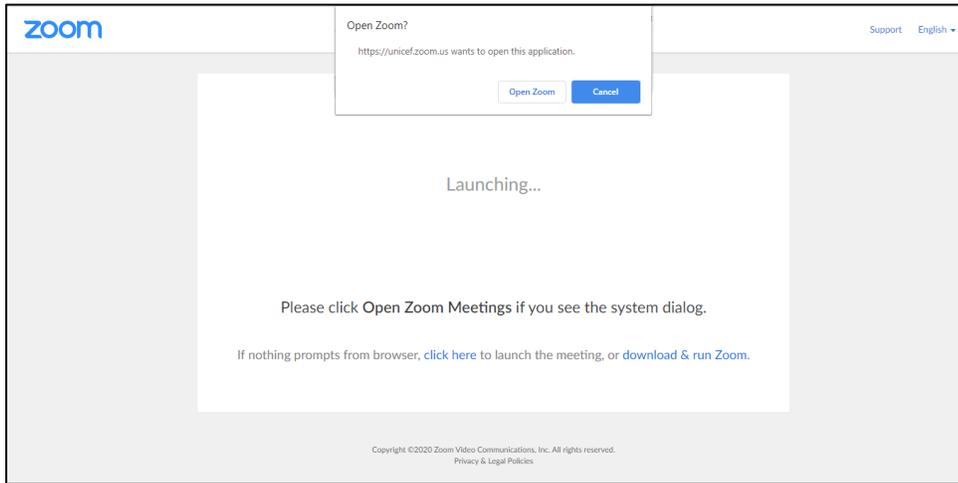


For easy reference you may click on “Add to Calendar” to add an entry to your own calendar.

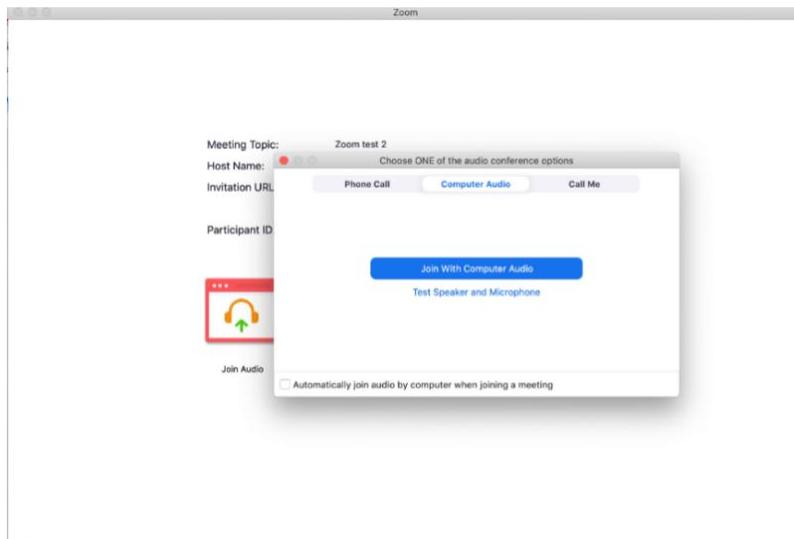
Kindly note that staff from the UNICEF secretariat will be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

7. **You must have Zoom installed on your computer or laptop.** The meeting cannot be accessed through the 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 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,

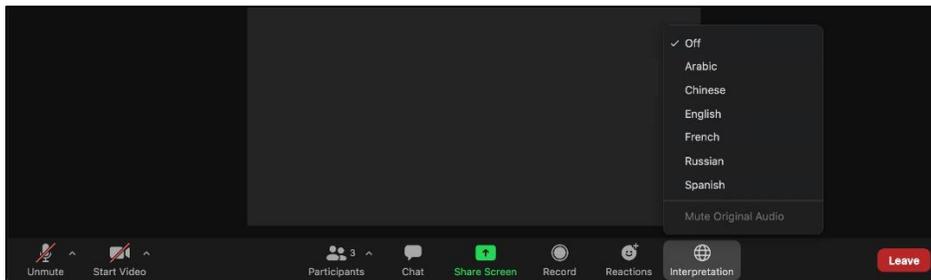
Country– PR, DPR or CDA–Name

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

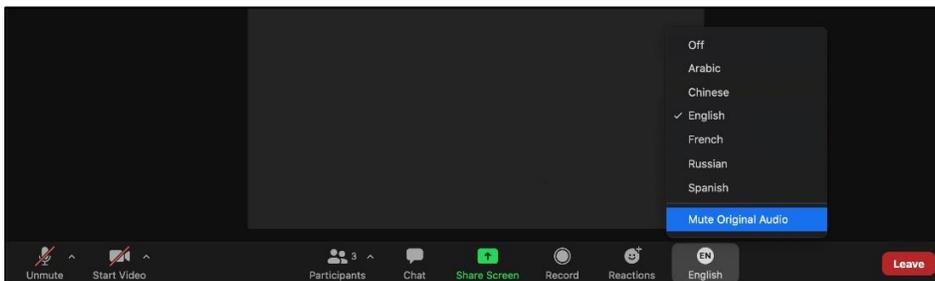
If a participant cannot be identified by the secretariat, he/she may be put in a waiting room until they are identified and renamed.

Interpretation

14. Interpretation for the meeting will be provided by the United Nations Department for General Assembly and Conference Management (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.



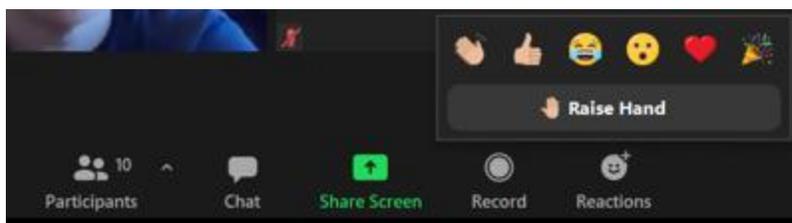
17. By default, the original language will play at a lower volume in the background. Once a language is chosen you will have the option to “Mute Original Audio” which will turn off the audio of the original language.



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

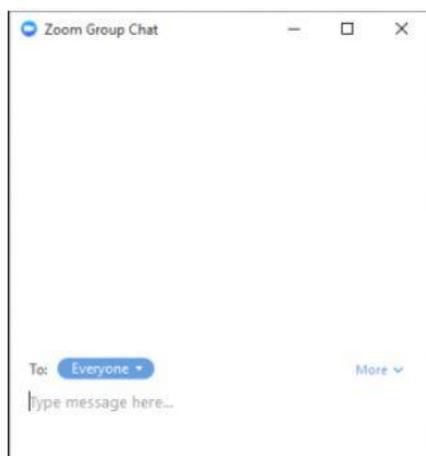
21. When you wish to speak, you may click on the “Raise Hand” button (in the “Reactions” menu at the bottom of the window). A hand icon will appear next to your name in the Participants list to signal your request to the meeting host.



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.