

Online 55th CIML Meeting

20-22 October 2020

Guide for participants (v3 - 2020-10-12)

IMPORTANT

- If possible, use a headset with an integrated microphone (0).
- Minimise the number of open applications on your device, as these may interfere with the connection.
- To ask for the floor, use the "Raise hand" feature (0), as your image may not be visible to the host and your microphone will be muted.
- If you are using interpretation and you take the floor in a language other than the one you are listening to, you must first turn off the interpretation (0). Turn it back on when you have finished.
- A "Quick guide" for the use of Zoom can be downloaded <u>here</u>.
- The meeting will be recorded (audio and video). By joining the Zoom meeting you consent to the meeting being recorded.



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1 Meeting platform

The online 55th CIML Meeting ("meeting") will be convened using Zoom (https://support.zoom.us/hc/en-us) in Webinar mode. The meeting will be hosted by the BIML.

2 **Participants in the meeting**

2.1 **Participation in the meeting**

Connections to the meeting will be restricted to individuals who are invited by the BIML (see 3). Invitations to participate in the meeting will be sent only to individuals who have previously registered via the <u>CIML meeting website</u>. Registration can be done only by CIML Members or Corresponding Member Representatives, who should register all the members of their country's delegation. Any attempt to register directly on the Zoom platform using the link provided to another participant will be rejected.

2.2 Types of participants

There will be two categories of participants:

a) Panelists

CIML Members or their designates who are registered to participate in the meeting will be connected in "**Panelist** mode". They may share their video and use their microphone during the meeting. If necessary and if approved by the CIML President, **Panelists** may also share documents or presentations.

b) Attendees

Other members of Member State delegations, CIML Members of Honour, participants from OIML Corresponding Members and Liaison Institutions that have registered to participate in the meeting will be connected in "Attendee mode". They can see **Panelists**' videos, hear the audio and use the interpretation function. On request, they may speak after being granted permission by the CIML President.

Attendees' own video is disabled and cannot be activated. Attendees cannot share their video or documents, nor see the list of participants. If required, an Attendee can be temporarily given Panelist status.

3 Registration in Zoom

All Participants in the meeting (both **Panelists** and **Attendees**) will be registered in Zoom by the BIML and will receive an email with a personal invitation containing the connection link.

Note: The access details will be valid for all sessions of the meeting and should not be shared with anyone else, as the invitation gives entitlement to one connection only. Any attempt to make a second connection will be blocked by the platform.

Please note that the screenshots in this Guide are taken from the English version of the Zoom platform. If you are using a different language, the options on the Zoom toolbar and in other Zoom windows can be found in the same place.



4 Before the meeting

If you have previously participated in a Zoom meeting using the Zoom application, please check that the most up to date version of the Zoom application is installed.

You should also check that your audio and video are correctly configured. Before the meeting starts, please follow the meeting link and, when requested, open the Zoom application or download it if it is not already installed on your device.

A popup will open offering you the possibility to test your computer's audio:

-	~ >
Please wait for the host to start this meeting	•
Online 55th CIML Meeting	
Test Computer Audio	
If you are the host, please login to start this meeting.	

If the meeting has already started, while you are connecting you will see the following popup, where you also have the option to test the speaker and microphone:

Phone Call	Computer Audio	
loin with C	omputer Audio	
Test Speaker and Microphone		
Test Speaker	and Microphone	

If for any reason you cannot use the Zoom application, choose the option to connect using a browser (Chrome, Edge, Firefox, Safari, Opera, etc.). Please note that if you use the browser method of connecting, the interpretation function will not be available (see 7.6).



5 Joining the meeting

On each meeting day, your access details will let you join the meeting.

When you click on the link provided, your browser will display the following message:



If you have the Zoom application already installed, click on "launch meeting".

If you do not have it already installed, click on "download and run Zoom" (the installation is not automatic). This will open a second message.

When system dialog prompts, click Open Zoom Meetings.	
If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom. If you cannot download or run the application, join from your browser.	

If you want to install the application, accept the download and run the file. If you do not want to install it, click "join from your browser".

Panelists will be connected directly and **Attendees** will be admitted to a "waiting room", from where the BIML will authorise you to enter the meeting room. Due to the large number of participants, please allow time for the BIML to admit you.

Remember to minimise the number of applications running on your device. This is especially important if you are using a small laptop, a tablet or a phone.

6 Time requirement for joining the meeting

Please join the Zoom meeting at least 30–60 minutes before the meeting begins (especially if you do not have experience logging into and using Zoom) to allow time to address any potential connection problems and to ensure that you are connected before the discussions begin.

The meeting will start promptly at 10:00 UTC (12:00 CEST) on each day.



7 **During the meeting**

7.1 Recordings

The meeting will be recorded (audio and video) only for the purpose of drafting the minutes. By joining the Zoom meeting you consent to the meeting being recorded.

7.2 Zoom meeting screen

Once you have been granted admission you will see the full Zoom screen, similar to the image below:



The person with the yellow rectangle (top row, second from the right in the example above) is the current speaker. You can change your view by clicking on the "Speaker View" icon in the top right corner of the Zoom window.

Zoom Meeting ID. 406-718-1750					
🔒 Turm en Original Sound 👻	Total non-video participants: 13 - •	00:00-49	🞬 Spea	ker View	×

At the bottom of your screen there is a toolbar, which may auto-hide itself. Move your mouse over the Zoom application to make it reappear.

The toolbar you will see as a **Panelist** is as follows:



Panelists may see an option to "Record", however this option will be disabled and only the host can use it (see 7.1).

The toolbar you will see as an Attendee is as follows:



7.3 Video

Panelists are strongly encouraged to leave their video on at all times during the meeting.

Attendees' video is disabled and cannot be activated.



7.4 Audio setup and testing

If the sound is poor or if there is background noise, speakers may not be audible and interpretation may be difficult, which will negatively affect the smooth running of the meeting.

To maximise the sound quality for all participants, please follow the guidelines below:

- turn off all sound notifications (Skype, WhatsApp, emails, etc.) on your devices (including mobile phones) while you are speaking;
- ensure you are in a place with no background noise or echo;
- whenever possible, use a headset with an integrated microphone;
- if you do not have a headset, in-ear headphones with an incorporated microphone (similar to those used with mobile phones) are a good alternative;
- connect your computer to your router using an Ethernet cable, if available, rather than using Wi-Fi.
- Test your microphone when you join the meeting by clicking on the small arrow to the right of the microphone icon (**Panelists**) or the audio setting icon (**Attendees**).

Ų ^ ■I ^ Mute Stop Video	Participants	P Chat Sł	↑ nare Screen	Record	Interpretation	Leave
Audio Setting:	P Chat	u Raise Hand	Handrei Interpretatio	n		Leave

A popup will open in which one of the options is "Test Speaker & Microphone"

	Select a Microphone ✓ Microphone Array (Realtek High Definition Audio(SST)) Same as System	
	Select a Speaker ✓ Speakers (Realtek High Definition Audio(SST)) Same as System	
	Test Speaker & Microphone Leave Computer Audio	
🔏 Luis Mus	Audio Settings	

7.5 Zoom screen name

Your Zoom screen name will be set up by the BIML in the following format: Two-letter ISO code for your Member Economy, or Liaison Institution acronym, as appropriate, followed by your given name in lower case and family name in upper case:

MEMBER ECONOMY ISO CODE – Given_name FAMILY_NAME Fictitious example: DE – Vorname DEUTSCH

LIAISON INSTITUTION – Given_name FAMILY_NAME Fictitious example: IODNW – Robin SMITH

If your name is not displayed correctly, please send an email to <u>webmeetings@oiml.org</u> and it will be corrected.



7.6 Meeting languages and interpretation

The meeting will be held in English and in French, with simultaneous interpretation between the two languages. Important: Please note that the interpretation function is not available when connected using a web browser and is only available when using the Zoom application.

When available, you will see the following text above the "Interpretation" icon:



To open the language options for the audio track, click on the "Interpretation" icon:



With the "Off" option you will hear the speaker regardless of the language. If you wish to use the interpretation feature, click on the language you wish to listen to.

The toolbar will change to show the language:



If you select "English" or "French", when you are listening to the interpreters you will also hear the live speaker in the background at 20 % of normal volume. If you do not wish to hear this, you can turn it off by clicking "Mute Original Audio".





7.7 Requesting the floor

Before you speak, you must first request the floor.

Panelists will need to open the list of participants by clicking on "Participants" on the toolbar:



At the bottom of the list that appears you will see an option to "Raise Hand":



Attendees will see the "Raise Hand" option in the tool bar.

Audio Settinas 🔨		₩	\oplus	Leave
	Chat	Raise Hand	Interpretation	

When you first connect (or even during the meeting) your microphone may be muted. If you try to unmute it, you may see the following message. If this is the case, please wait for the host to allow you to unmute:

Meeting Alert	×
The host is not allowing participants to	unmute themselves.
	ОК

If you were muted, once you are given the floor, you may unmute your microphone, as in the image below:



IMPORTANT:

Please note that if you speak in a language (i.e. English or French) other than the one you are listening to, you must first turn interpretation off by selecting "Off" in the Interpretation menu (see 7.6 above).



The CIML President will allow **Panelists** to take the floor in the order in which they raised their hands, followed by **Attendees**. The CIML President will clearly indicate when the list of speakers is being closed.

Once you have finished speaking, please mute your microphone. If you forget to do so the BIML will mute it to avoid background noise.

Note: Please do not request the floor if you have a technical issue with Zoom. Instead, please use the Chat function (see 7.9).

7.8 Communication among members of the same delegation during the session

As members of the same delegation may not be together during the meeting, it is recommended that each delegation establish a parallel means of communication during the meeting using a separate platform such as WhatsApp, WeChat, etc., or that they set up a parallel private online meeting.

7.9 Use of the Chat function

For any technical issues with the use of Zoom during the course of the meeting, please use the Zoom Chat function, which will be monitored by the BIML.

This function can also be used to communicate privately with other participants, but please be sure that you have selected the correct contact and that you are not sending your message to all the participants.

8 Virtual Background (Panelists only)

The Virtual Background feature allows you to display an image or video as your background during a Zoom meeting. This feature works best with a physical green screen (such as a large piece of green fabric) behind you and uniform lighting to allow Zoom to detect the difference between you and your background. You can upload your own images or videos as a virtual background.

8.1 Recommended setup

- To achieve the best virtual background effect, Zoom recommends using a solid colour background, preferably green.
- Higher quality cameras result in a better virtual background.
- Use uniform lighting and colour.
- Do not wear clothing that is the same colour as the virtual background.

8.2 Background image

There are no size restrictions when adding your own virtual background, but it is recommended to crop the image to match the aspect ratio of your camera before uploading it.

Example: If your camera is set to 16:9, an image of 1280×720 pixels or 1920×1080 pixels will work well.

If you are not sure about your camera's aspect ratio, use a background image with a minimum resolution of 1280×720 pixels.



8.3 Activating the Virtual Background

In a Zoom meeting, click the up arrow (^) next to **Start/Stop Video**.



Click "Choose Virtual Background"



If prompted, click "Download" to download the package for virtual background without a green screen:



Click on the image that you wish to use as a background.

If you want to add your own image, click on the "+" sign and "Add image". The file explorer will open and you can choose the image you wish to add.

To facilitate the identification of the speakers, it is recommended to use an image related to your country or institution.



8.4 More information

You can find more information about the use of virtual backgrounds at: https://support.zoom.us/hc/en-us/articles/210707503-Virtual-background

9 **BIML contact – Technical support**

Should you have any questions before the meeting, please contact webmeetings@oiml.org.

You can find more information on the use of Zoom at

https://support.zoom.us/hc/en-us/categories/200101697