IMPORTANT

- Minimise the number of open applications on your device, as these may interfere with the connection.
- While giving the presentation, talk directly into the camera lens rather than to the screen.
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1 Participation in the online 55th CIML Meeting

As a participant in the online 55th CIML Meeting, you will receive an email with the confirmation of your registration by the BIML on the Zoom platform. For details on the meeting protocol and Zoom controls, please refer to the “Guide for participants”.

2 Before the meeting

Independently of the mode chosen to give the presentation, presenters are requested to send their presentations to the BIML (ian.dunmill@oiml.org) at least three days before the meeting. It is important that the BIML has a copy of the presentation in case the presenter encounters a technical problem.

Presenters should inform the BIML in advance of the CIML meeting of their preferred mode to control the presentation:

- presentation controlled by the BIML; or
- presentation controlled by the presenter.

It is up to the presenter to decide which of the above he or she prefers.

3 During the meeting

When it is your turn to give your presentation, a popup will appear on your Zoom screen asking you to unmute your microphone.

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 in the “Guide for Participants”).

3.1 Presentation controlled by the BIML

The BIML will share the presentation on Zoom, making it visible for all the participants.

The presenter should ask the BIML to move on to the next slide when required.

3.2 Presentation controlled by the presenter

In this mode the presenter will have full control of the screen.

Open the presentation on your device (computer, tablet, etc.) in the application that you wish to use for your presentation, e.g. PowerPoint, Adobe Acrobat, etc.

In Zoom, select the icon “Share Screen” on the Zoom toolbar (see image below). Permission to share the screen will be granted by the BIML only during the presentation.

A screen will open showing all the applications you have open on your device. Note that among the icons shown, one or more are identified as “Screen 1” (and “Screen 2” in the case that you are using multiple displays).

**Important: Do not select either of these, as any background application (e.g. your email or personal documents) may become visible to the audience during your presentation.**
Select the tile for your presentation and click on “Share”.

Once you start sharing, your Zoom toolbar will change as follows:

![Zoom toolbar with Share button highlighted]

Your cursor will also be visible to the participants, allowing it to be used as a pointer.

When you have finished your presentation, stop sharing the screen by clicking on the “Stop Sharing” icon on the Zoom toolbar.
3.3  Advanced display option

This option allows you to show your own camera image on the screen while you are making your presentation.

You do not need to open your presentation before clicking on Share.

Instead, click on “Share Screen” and select the “Advanced” option at the top of screen, then select “PowerPoint as Virtual Background”, and click on “Share”:

A window will open from which you should choose the presentation you wish to share. The presentation will open in “run” mode.

The image from your camera will be superimposed on your PowerPoint presentation, allowing participants to see your image while you give your presentation.

4  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