



Organisation Internationale de Métrologie Légale

International Organization of Legal Metrology



Agenda item 2.1

Meeting protocol



Guides available on the OIML website:

<http://online-55ciml.oiml.org/ciml.html>

Online 55th CIML Meeting: Agenda and documents

Meeting documents

Please check this page frequently
as the information will be updated on a regular basis

Draft Agenda
(V3: 2020-09-28)



Working Document
(V3: 2020-09-28)



Online Presenters'
Guide
(V1: 2020-09-28)



Online Participants'
Guide
(V3: 2020-10-12)



Zoom Quick Guide
(V1: 2020-10-12)





Types of participant

- **Panelist**

- Heads of Delegation (OIML Members or their designates)
- May share video and audio when invited by OIML President
- May share documents or presentations when invited by OIML President and if necessary

- **Attendee**

- Other members of Member State delegations, participants from OIML Corresponding Members and Liaison Institutions
- Cannot share video or documents
- May be invited to speak by OIML President
- May be changed to *Panelist* if Head of delegation leaves meeting



General

- Use the latest version of the Zoom app
 - Important for security, compatibility, and features
- Use a headset with an integrated microphone
 - See *Participants' Guide*, 7.4
- Minimise the number of open applications on your device – preferably only Zoom
 - May interfere with your connection
- Turn off notifications on device
 - email, social media, updated, etc.



Recording

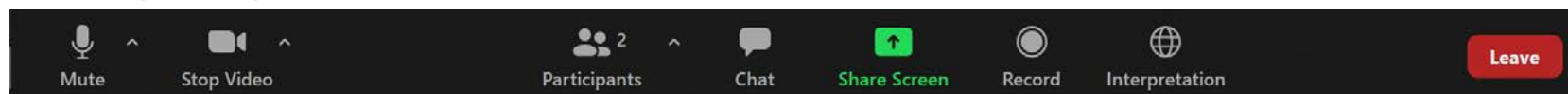
- The BIML will record the CIML meeting so minutes can be drafted
- By participating in the meeting, you consent to the recording





Toolbar

- If you are a panelist you will see a toolbar at the bottom like this:



- Please leave your video on during the meeting
- The BIML will unmute and mute your microphone

- If you are an attendee you will see a toolbar at the bottom like this:



- Your video is disabled during the meeting
- The BIML will unmute and mute your microphone if necessary
- If the toolbar is hidden, move your mouse to get it back



Audio

- Turn off all sound notifications on your devices (including mobile phones) while you are speaking
- Ensure there is no background noise or echo
- Use a headset with an integrated microphone;
 - in-ear headphones with an incorporated microphone (as used with mobile phones) are better than nothing
- Connect your computer with an Ethernet cable, if available, rather than using Wi-Fi



Zoom screen name

- The BIML will ensure your Zoom screen name is displayed in the format:

Member States and Corresponding Members:

ISO country code – Given_name FAMILY_NAME

DE – Vorname DEUTSCH

Organisations in liaison:

LIAISON INSTITUTION – Given_name FAMILY_NAME

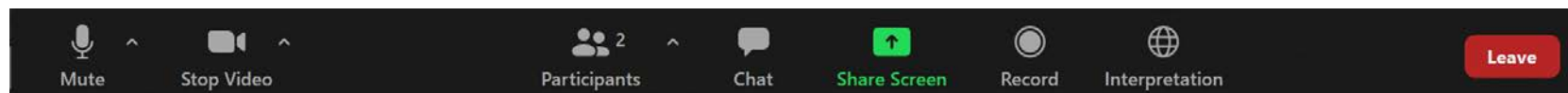
IODNW – Robin SMITH

- If your Zoom screen name is not correctly displayed, please do not change it - email webmeetings@oiml.org

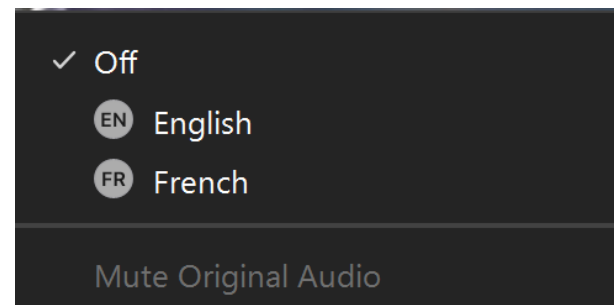


Meeting languages

- The meeting will be held in English and in French, with simultaneous interpretation
- Interpretation option only available in Zoom app
- To open the language options, click on the “Interpretation” icon on the toolbar:



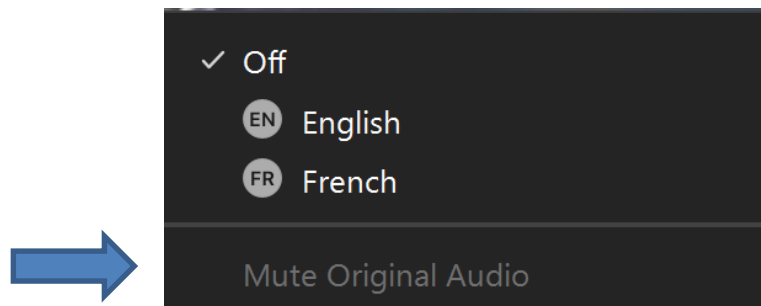
- You will see the available options:
- Select the language you want to listen to





Using interpretation

- If you select “Off”, you will hear the speaker directly, whichever language they are using
- If you select “English” or “French”, you will also hear the actual speaker in the background at 20 % of normal volume.
- You can turn this off by selecting “Mute Original Audio”.





Using interpretation

- 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 (see *Participants' Guide*, 7.7)
- Turn it back on when you have finished



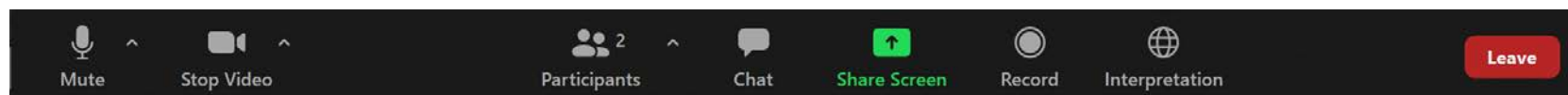
Requesting the floor

- If you want to speak, you must first request the floor
- You must use the “Raise hand” function in Zoom
- This is in different places for panelists and attendees

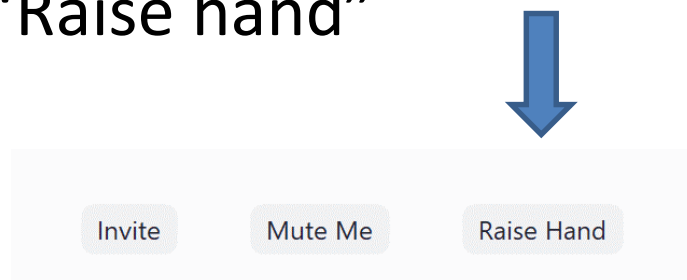


Requesting the floor - Panelists

- Open the list of participants by clicking “Participants” on the toolbar



- At the bottom of the list that appears, you will see the option “Raise hand”





Requesting the floor - Attendees

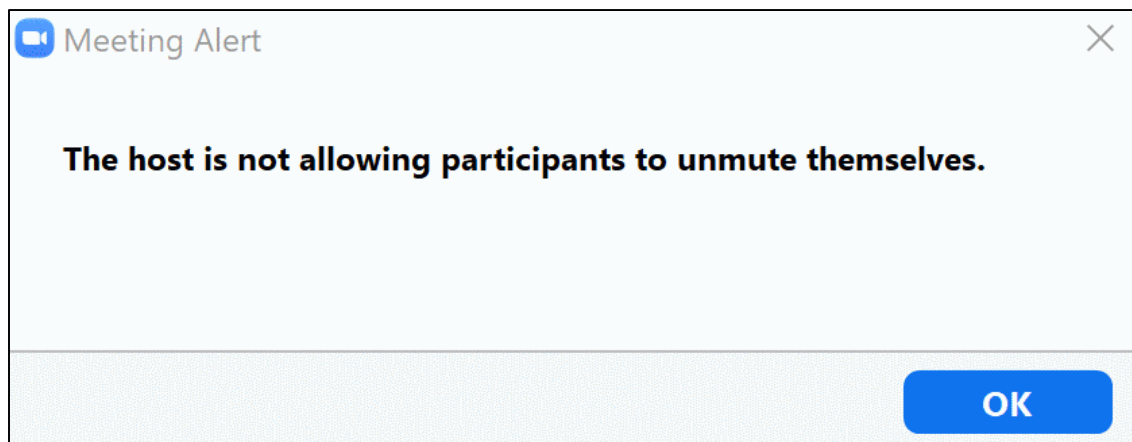
- The “Raise Hand” option is on the tool bar





Taking the floor

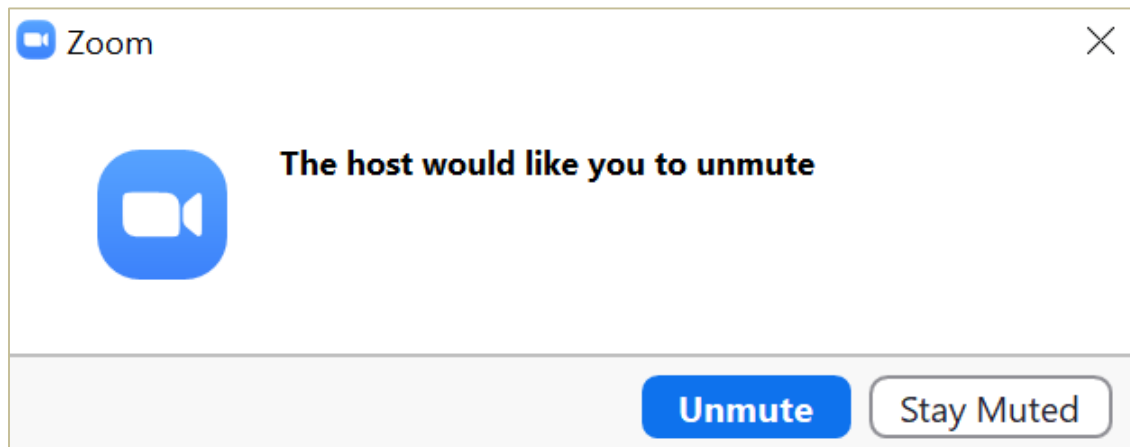
- When you first connect, your microphone will be muted
- If you try to unmute it, you will see the following message:





Taking the floor

- Once you are given the floor, you may unmute your microphone, as shown below:





Taking the floor

- The CIML President will allow Panelists to take the floor in the order in which they raised their hands, followed by Attendees.
- Once you have finished speaking, the BIML will mute your microphone.



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See the *Participants' Guide* for more details and other functions

Any questions?