Agenda item 2.1

Meeting protocol
Guides available on the OIML website:

http://online-55ciml.oiml.org/ciml.html
Types of participant

• Panelist
  – Heads of Delegation (CIML Members or their designates)
  – May share video and audio when invited by CIML President
  – May share documents or presentations when invited by CIML 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 CIML 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”.

![Interpretation Options]

Off

EN English
FR French

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:

![Meeting Alert](image)

The host is not allowing participants to unmute themselves.
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.
See the *Participants’ Guide* for more details and other functions

Any questions?