*Notes:*

- *The BIML has prepared this Quick Reference Guide as an aid for participants to correctly use the basic Zoom functions.*
- *References to "GP" correspond to the clauses in the "Guide for Participants" where you can find more information.*
- *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.*
- *Please connect to the Zoom meeting at least 30–60 minutes before it begins to allow time to address any potential connection problems and to ensure that you are connected before the discussions begin.*

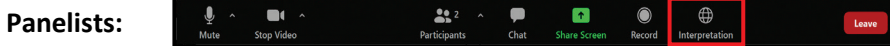## 1   Panelists and Attendees (GP 2)
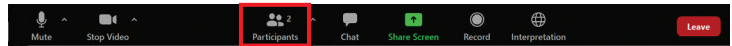
Participants are connected to Zoom in one of two modes.

Panelist: Heads of Delegation from OIML Member States (i.e. the CIML Members or their designated alternatives). Panelists may share their video and may speak after being granted permission by the CIML President (see 3 below). If approved by the CIML President, they may also share documents or presentations.

Attendees: These are other members of a Member State delegation, representatives from Corresponding Member economies, Organisations in Liaison, and CIML Members of Honour. Attendees' own video is disabled and cannot be activated. However, on request, they may speak after being granted permission by the CIML President (see 3 below). If required, an **Attendee** can be temporarily given **Panelist** status.

2   Interpretation (GP 7.6)

The interpretation function is only available when using the Zoom Application. It is not available when using the web browser option. The interpretation feature can be accessed by clicking on the "Interpretation" icon as shown below.
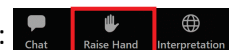
Panelists:

Attendees:

3   Raising your hand (GP 7.7)

If you wish to take the floor then you need to "Raise your Hand":

Panelists can do this by opening the list of participants and clicking on the "Raise Hand" icon:
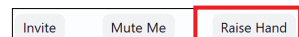
**Attendees** need to click on the "Raise Hand" icon on the Zoom toolbar:

Please do not request the floor if you have a technical issue with Zoom; use the Chat function (see 5 below).

4   Changing your Zoom Screen Name

The BIML will ensure your Zoom Screen Name is displayed in the format ISO country code – first name – LAST NAME. If your Zoom Screen Name is not correctly displayed, please email webmeetings@oiml.org

Example: DE – Vorname DEUTSCH   (or for a Liaison Organisation   IODNW – Robin SMITH)

5   Chat (GP 7.9)
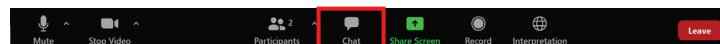
For any technical issues with the use of Zoom during the course of the meeting, please use the Zoom Chat function, which will be monitored by the BIML, or email webmeetings@oiml.org

The Chat function can also be used to communicate privately with other participants, but in this case please be sure that you are not sending your message to all the participants.

6   Participants list

Panelists are able to see the list of participants, however Zoom does not allow **Attendees** to see this list. The BIML will circulate a list of registered participants.