Asia - Pacific Regional Forum on conflict prevention and the protection of the human rights of minorities

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UNITED NATIONS
HUMAN RIGHTS
SPECIAL PROCEDURES

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QUICK REFERENCE FOR ZOOM MEETINGS

I. Connecting to a Zoom meeting

There are two ways to join a Zoom meeting: via a Zoom application or via an internet browser. **We highly recommend that you download the application because certain functions, such as interpretation are only available through the application.**

1.) The application will download automatically when you start or join your first Zoom meeting, and it is also available for manual download at https://zoom.us/download

   If a Zoom application is installed on your device, clicking on the zoom link in the **invitation e- mail** should launch the application. We recommend that use the latest version of the application.

   When the Zoom application opens, you see the dialog asking you to join a meeting on top.

Join Meeting

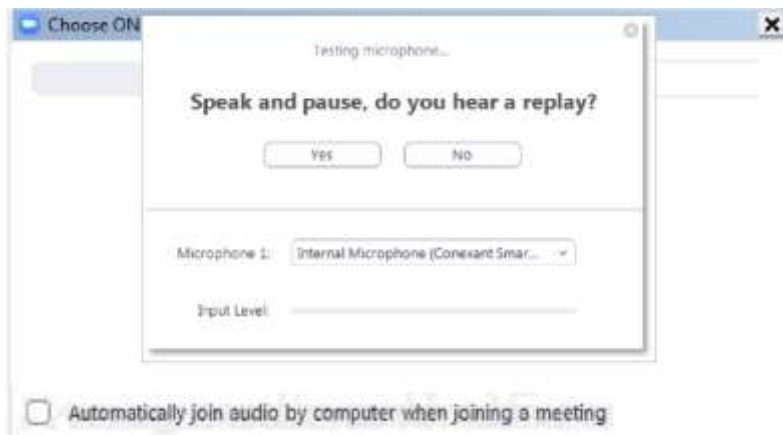Enter the meeting ID from the invitation e-mail.

Enter your display name for the meeting using the **naming convention rules.**

You might get the following dialog asking for a meeting password. It is also contained in the invitation e-mail.

Enter meeting password

The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.

Choose ON

Testing microphone...

Speak and pause, do you hear a replay?

Yes   No

Microphone 1:   Internal Microphone (Conexant Smar... ▼

Input Level:

☐ Automatically join audio by computer when joining a meeting

You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment. You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.

Testing speaker...

Do you hear a ringtone?

Yes   No

Speaker 1:   Speakers (Conexant SmartAudio HD) ▼

Output Level:

You should then immediately hear a ringtone; if not, answer with 'No' above and the program will continue to test the next speaker hardware found on the system until you confirm with Yes.

Immediately after the speaker test, you are prompted to speak and pause. You should hear your own recording right after you paused. If you can confirm with Yes you will see the following dialog after both tests.

Speaker and microphone looks good

Speaker: Same as System

Microphone: Internal Microphone (Conexant SmartAudio ⊦

Join with Computer Audio

Proceed with Join with **Computer Audio.**

The Zoom control window should finally display the message **You are using the Computer Audio**.

Please note that the meeting host may have specified that your microphone is muted when you enter the virtual meeting room. Typically your camera will also be turned off at

the beginning. In the next steps you will see the controls enabling you to send your video and unmute your microphone.

Participants given the floor by the moderator, should turn on their microphone and camera before starting their intervention.

2.) Connecting to a Zoom meeting by using an internet browser:

- Open your internet browser
- Go to join.zoom.us
- Click the "Join a Meeting" button. This button is usually located on the top right corner of the page.
- Enter your meeting ID provided by the organizer in the invitation e-mail

II. Applying the mandatory Zoom meeting naming convention

In order to prevent unauthorized access to the meeting, participants are required to apply correctly the naming convention communicated to them in the invitation email.

Admission to the meeting will be granted in the waiting room only if your meeting name adheres to the naming convention. The meeting hosts will not be able to admit those whose names are not in line with the said convention and will be "removed" from the waiting room, so they may rename themselves according to the applicable naming convention, and join the meeting again.

In order to be admitted to the event, the following naming convention must be applied to your Zoom name:

- For those representing organizations: "initial.surname_organization (e.g. J.Bloggs_TomLantosInstitute)
- For those representing states: "initial.surname_State" (e.g. J.Bloggs_UnitedKingdom)
- For those not representing an organization or state: "initial.surname_Individual" (e.g. J.Bloggs_Individual)

III. Controlling audio and video in the Zoom application window

In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.
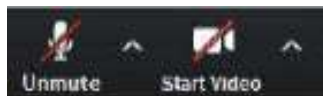
By default these controls may be crossed out, click on them to activate the microphone and to enable the video.

The video image will immediately be visible to the whole audience of the meeting. It is therefore recommended to try the video privately first. To do this click on the arrow next to Start Video while this control is still crossed out. Select **Video Settings** from the menu. There you can preview your camera image and make adjustments. It is not recommended to use Enable HD for meetings with more than 5 participants. When ready, close the dialog and activate the camera by clicking Start Video.

There is also a large set of audio settings and other categories available in this dialog window.

IV. Conference features in Zoom

Participants

There are several tools available when you display the Participants panel, which can be accessed by clicking on "Participants" at the bottom of the screen:
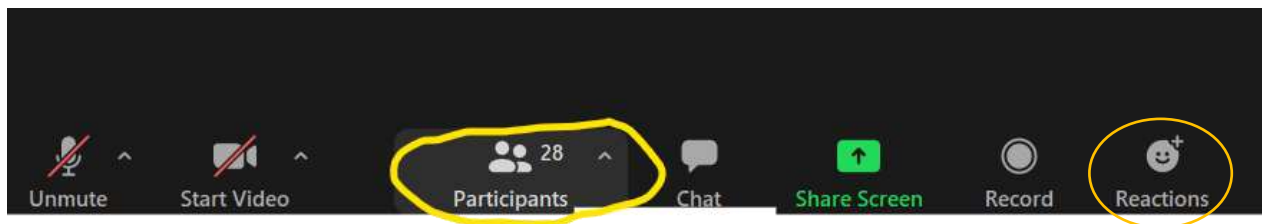
The Raise Hand function is found at the bottom of the Zoom panel in the 'Reactions' button. This should be used by participants who wish to make an intervention during the Thematic discussions. The order of the Speakers List will be determined by Zoom based on the order participants use this feature.
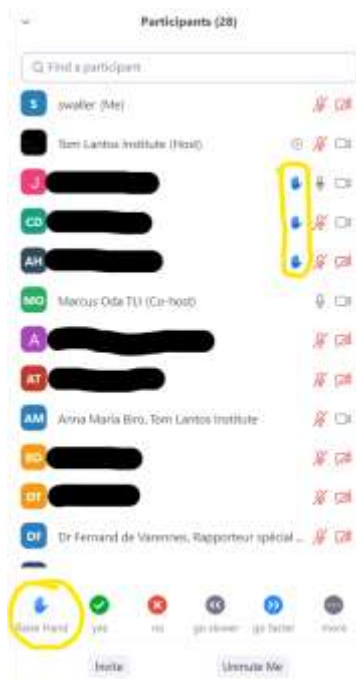
When making an intervention we ask that you unmute yourself and use your video, if possible.

Chat

Click this function to display a Chat panel. Use the chat function to communicate with meeting hosts, or the participants of the conference. A chat message will be displayed visibly to the targeted audience even if the chat area is not observed by some participants.

In case the chat window appears on the right hand side panel of the screen, instead of a separate pop-up window, please click on the arrow next to the "chat" button, and select the "pop-up" option.

Leave Meeting

At the end of a session you can use this command to disconnect from the meeting. If you experience technical issues or would like to add additional hardware, e.g. a second camera, you may opt to disconnect and reconnect with the equipment attached to your computer.

Link to an overview of features of Zoom meetings

The following link on the Zoom webpage offers more information about Zoom features:

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

Annex

Minimum requirements and recommendations for speakers participating at virtual meetings with simultaneous interpretation through web-based platforms

It is important to observe the following to run virtual meetings with simultaneous interpretation as smoothly as possible.

Please note that providing remote interpretation via a platform is highly demanding, therefore the audio-visual requirements for meetings with simultaneous interpretation are higher than those you may know from virtual meetings with everyone speaking the same language. Not following the guidance set out in this document might make it necessary for interpreters to interrupt the delivery of simultaneous interpretation services due to low audio-visual quality and may prevent your message from being duly heard by all participants due to technical issues.

Therefore, the following guidelines should be observed:

- Stable internet connection with Internet speed of minimum 2Mbits up- and download (can be checked at www.speedtest.net)
- Headset with integrated microphone or individual microphone plus separate headphones with frequency response of min. 125 Hz to 15.000 Hz (see list of recommended headset models at the end of this document)
- Camera/Webcam with HD video quality connected to (PC) or built-in (Laptop)
- Minimum requirements for Operating System:

    – Mac OS X with Mac OS 10.11 and higher

    – Windows 7 or higher

- Mac OS or Windows OS hardware requirements:

    – 2.5 GHz Dual Core Intel Core i5 and higher desktop CPU (single screen)

    – 2.8 GHz Quad Core Intel Core i7 and higher desktop CPU (dual or triple screen

- Google Chrome or Mozilla Firefox as browser, with latest version installed and regularly updated. Remember to allow access to your microphone and camera in your browser
- Participation at virtual meetings should take place via laptop or desktop pc connected to router/network via Ethernet cable.
- Avoid using ad-blockers
- Working environment should be located at a distance from any sources of disturbance likely to produce audible artefacts, e.g. outside traffic or transport noise, noisy corridors, lifts and kitchens, do-it-yourself work, gardening, household appliances, cries of animals, etc.

- Have your headset configured and tested before the event, by accessing your system settings and/or following instructions given by the platform provider.