International Labour Organization

▶ Brief on operating the online platform Zoom for remote participation in the Sixth Meeting of the SRM TWG (13-18 September 2021)

Access to Zoom platform

- The platform used to enable remote participation for the meeting is **Zoom, preferably the latest version and as a minimum version 5.5.4**

  - You will receive **two different invitations** from "SRM TWG Helpdesk <no-reply@zoom.us>" in the email provided with your accreditation to the meeting: one to participate in the meetings of your group and a different invitation to participate in the plenary sittings of the meeting. **Please note that these invitations will be valid throughout the meeting**.

Please make sure that before connecting to your group meeting or plenary sitting, you have closed all browsers or the Zoom link/application of previous meetings you might have attended, as otherwise, your ID_naming will not display correctly.

- For group meetings, please note that the links will remain active, allowing groups to meet any time beyond the scheduled times indicated in the draft timetable. These unscheduled meetings will be without interpretation. Any changes to or cancellation of scheduled Group meetings should be communicated by the Group coordinator to srmtwg@ilo.org.

- The invitation link to **plenary sittings** will also be the same throughout the duration of the session for all sittings.

- The link to **plenary sittings** should not be shared or forwarded as they are individual and display your name and status based on your accreditation, Please do not rename yourself as we have used a pre-established naming protocol for each constituent and observer to facilitate your identification in the platform.

- If your group or country has sent credentials for you but you have not received an invitation from "SRM TWG Helpdesk no-reply@zoom.us", please check first your spam and, if necessary, contact srmtwg@ilo.org with details of the group, Government or entity you represent and your name.

Practical information for the use of Zoom

- **Requests for the floor at plenary sittings:**

  Requests for the floor can be made either by raising your virtual hand in Zoom, or sending a request to the Clerk of the meeting (named Clerk in the list of Zoom participants) through the chat function.

- **Microphone and camera**

  It is important to mute your microphone and deactivate the camera when you are not speaking. You should activate them only when you are given the floor.

  You should make sure to connect, with a PC or laptop, form a quiet place with good connectivity. Headsets with incorporated microphones are highly recommended for better sound quality.

- **Technical issues**

  If you face technical difficulties with Zoom during a group meeting or plenary sitting, you can indicate the problem to the "host" of the meeting using the chat function.
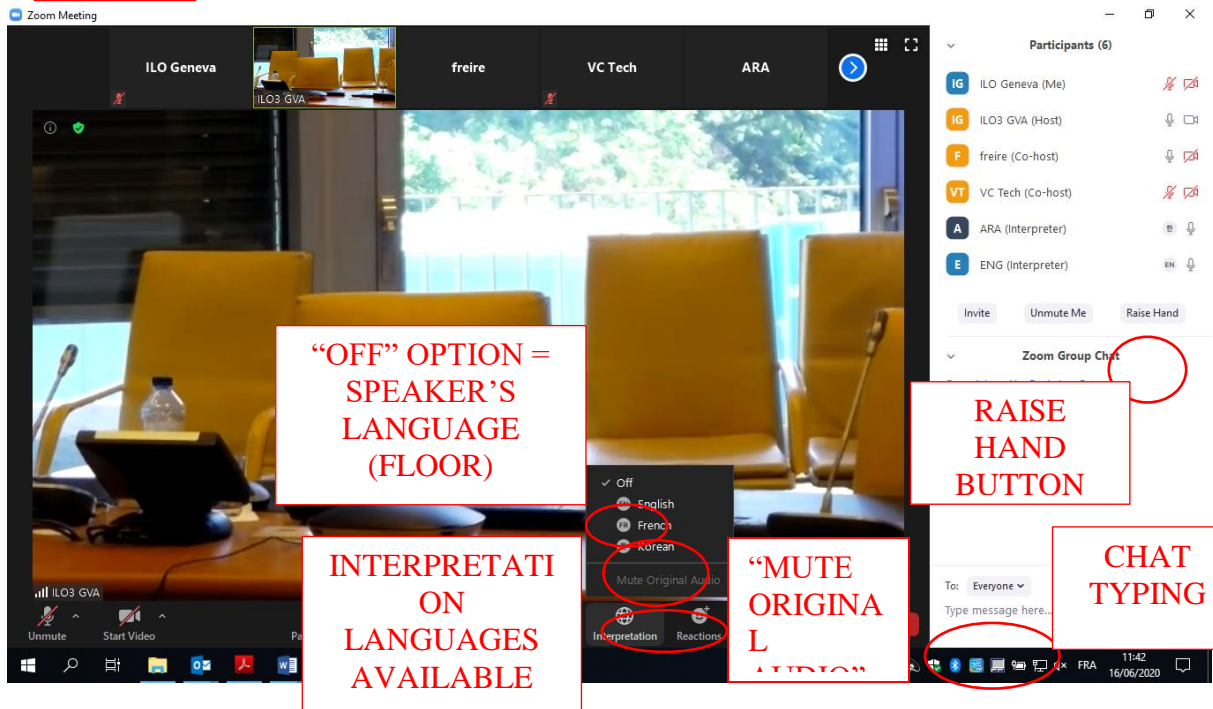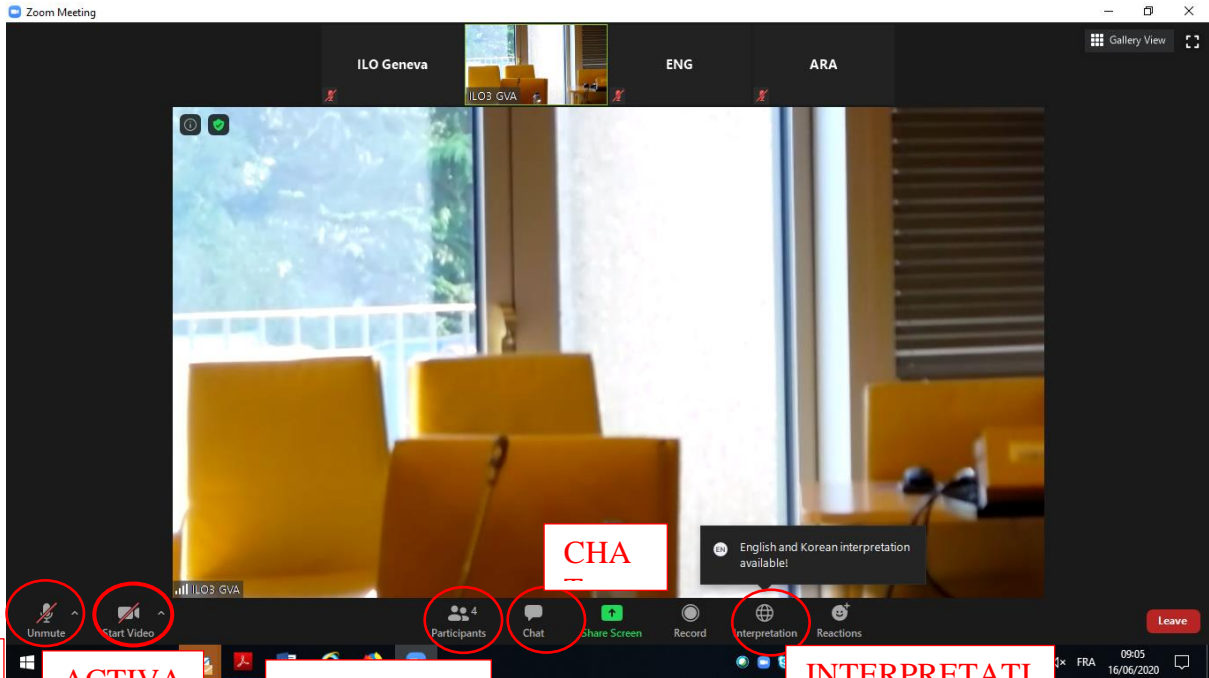
If you are not familiar with the use of Zoom, please see the pictures at the end of this guide.

Interpretation

- Participants in Plenary sittings will be able to listen to English, French or Spanish and speak in any of these languages.

- **For participants to benefit from interpretation, they need to download the zoom application on to the PC or laptop.** If you connect via the browser, interpretation and other features will not be available.

- Please select in the Interpretation menu on the horizontal bar of your screen (see screenshots in the Zoom instructions) the language of your choice.

- Please note that in order to avoid interference between language channels, it is important to ensure that **the language you intend to speak in is the same language you are listening to, by selecting that language in the interpretation menu.**

- If you do not need interpretation, you can select "off" in the Interpretation Menu (see screenshot in the zoom instructions).

- **"Mute Original Audio" function:** if on your language channel in the interpretation menu you have a faint background noise of the original language, you should use the "Mute Original Audio" function available at the end of the list of interpretation channels. Do not forget to de-activate the "Mute original Audio" button if the same language is spoken afterwards as otherwise you would have no sound at all. For example, if you listen to the English channel in the interpretation menu and the original speaker is in Spanish, you can mute the original floor. However, if then an English speaker is coming up you have to deactivate "Mute Original Audio" as otherwise you have no sound at all.

- To guarantee accurate and faithful interpretation in a virtual environment, please send any statement beforehand to srmtwg@ilo.org. Interpreters will treat this information as confidential and check against delivery.

▶ **Zoom in pictures**

FROM A PC

FROM A TABLET/SMARTPHONE