HOW TO PARTICIPATE IN AN OECD ZOOM REMOTE CONFERENCE

This document is a guide to help users easily participate remotely in an OECD Zoom conference as well as additional information on technical requirement and best practices.

Joining the meeting

- **Register** for the meeting in advance by clicking on the meeting link.
- **Naming format**: to help us identify participants during the meeting, please use the following naming format when you register for the meeting:

  COUNTRY – Firstname, Lastname

  If you did not do this upon registration, you can rename yourself by opening the participants list, clicking on the more button and renaming (see Zoom features).

- Join the Zoom meeting at least 30 minutes before the start of the meeting by clicking on the meeting link.
- You will be directed to a waiting room and admitted once your identity has been validated.

ZOOM features

- **Mute/Unmute**: To speak. You can test your audio by expanding the arrow ^ next to this button.
- **Start/stop video**: If you are having synchronisation problems you may choose to switch off the video to use less band-width. You may also choose to upload a different background by expanding the arrow ^ beside this button.
- **Raise hand**: To ask for the floor. Click on Participants button to access the Raise hand button. Please remember to lower your hand after your intervention and re-mute your microphone.
- **Chat**: To speak with moderator of the meeting (for technical support and assistance during the meeting).
- **Interpretation**: You will only be able to see this button in the event that the meeting features interpretation. The participant will be able to choose between:
  - 1. Off (= floor)
  - 2. English
  - 3. French (or another language)

  Participants should always select OFF before taking the floor to avoid hearing both the speaker and the interpreter at the same time.

- **Share Screen**: To share a document or presentation (only open to presenters).
- **Views**: You can select your preferred view using the button at the top right hand corner of your screen to switch between gallery view or full screen.
Best practices

- **Video**: Turn on an overhead/front light and face a window if possible. Avoid backlight, frame your image and check the background – simple/neutral is best.
- **Sound**: Choose a quiet environment and reduce background noise (participate from indoors in an echo-free place).
- Adjust the headset (do not put the microphone too close to your mouth) and the volume of your headphones.
- Use only one device at a time.
- Microphones will most likely be automatically muted for all meeting participants. Please keep your microphone muted when you are not speaking.
- Documentation (particularly prepared interventions/speeches) should be provided in advance to the meeting organiser as well as PPTs.

Equipment

- Preferred options - PC: Window 7, 8, 10, Vista, XP or MAC: macOS X with macOS 10.7 or later.
- Other options: Mobile phone, Tablet (iOS, Android). Plug your device into a power source to avoid interruptions.
- Browsers: Preferred option - Chrome. Other options: Safari, Firefox, Internet Explorer, Microsoft Edge.
- Location: Please stay in a fixed location.
- Headset: Avoid as much as possible using the PC’s integrated speakers and microphone.

Testing

- Prepare and check your equipment at least 2 days before meeting and run a ZOOM live test by connecting to [https://zoom.us/test](https://zoom.us/test).
- Test your connection to ZOOM at least 2 days before meeting
- In case of problem, please liaise with your IT support team.
- Use the same IT environment and equipment for testing and connecting to the meeting.

Support contact

If you need additional information, advice or technical support, please contact first your meeting organiser and then:

Conference support: Phone: (+33) 1 45 24 16 31; E-mail: [conference.support@oecd.org](mailto:conference.support@oecd.org)