

## 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

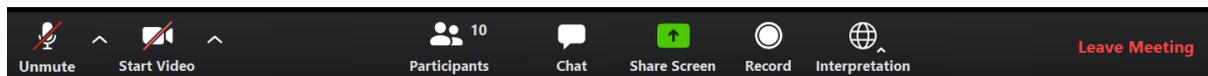
- **Register** for the meeting in advance by clicking on the meeting link.
- **Naming format:** to help us identify participants during the meeting, please use the following naming format when you register for the meeting:

**COUNTRY – Firstname, Lastname**

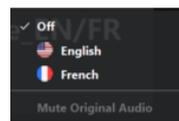
If you did not do this upon registration, you can rename yourself by opening the [participants list](#), clicking on the [more](#) button and renaming (see Zoom features).

- 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.
- Webcam: Preferred option: External USB HD webcam. Other option: built-in webcam.

## 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>.
- 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)