



Zoom Guidance for Participants

Join the meeting via Zoom

- To join, please use the Zoom details below.

If you are joining via video conference,

Link:

Password:

If you are joining via dial in,

Meeting ID: [add meeting ID here]


Find your local number:

- You can join 15 minutes before the meeting to test your connectivity, camera and microphone.
- If you are using Zoom for the first time, please watch this [instructional video](#).



Rename your Zoom account

- After entering the Zoom meeting, please rename your Zoom account with your name and organization, e.g. Howard Taylor (End Violence Partnership). Please see page 3 below for detailed instructions.


Turn on your camera and introduce yourself

- As soon as you enter the meeting, please give your name and organization; for example “Hello, this is Howard Taylor from End Violence”.
- If you are joining via video call, please turn on your camera by clicking this icon 

Mute your device when you're not speaking


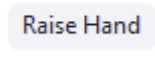
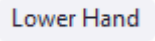
- All meeting observers should be on mute and turn off their camera throughout the meeting.
- Remember the mute icon  and only unmute  if you are invited to speak.

Use screen sharing to play your slides


- For participants using Powerpoint slides in their presentation, please email the End Violence Secretariat to provide you with screen sharing rights.
- To share and play your slides during the meeting, click  and select the window or document that you want to share. In case there are technical difficulties, please send a copy of your presentation to the End Violence Secretariat before the meeting.
- For detailed instructions on how to share your screen on Zoom, please see detailed information [here](#) or watch this [instructional video](#).

Raise your hand to be acknowledged



- The moderator will open the meeting for discussion after the end of the speaker/s' presentation.
- Raise your hand in front of the camera or click on the Raise Hand icon to be called on. To use Zoom's Raise Hand feature, go to this icon  and click  at the right of your screen.
- Each Board member will have a chance to speak and input in the discussions. Board members are kindly requested to limit interventions to 2 minutes at a time.
- Click  and mute your microphone once you have finished speaking.

Use the chat box when necessary


- If you are having technical issues with your microphone or internet speed, you may enter your comment or question using the Zoom chat box .
- A focal person will refer to the questions/comments during the discussion, or where helpful invite the relevant member to speak.
- To ensure that they are acknowledged, all questions and comments will be monitored and noted by our staff members.

Register an interpreter

- All interpreters should be registered and will be provided an audio channel on Zoom for simultaneous interpretation. Currently, Zoom can only create audio channels for the following languages:
 1. English
 2. Japanese
 3. Spanish
 4. French
 5. Chinese (Traditional and Simplified)
 6. Korean
 7. Portuguese
 8. Russian
 9. German

Please see more information [here](#).

If you prefer a different interpretation channel or if your language is not in the nine choices above, we recommend that you explore other means of simultaneous interpretation by using a different app or platform and coordinate with your interpreter.

- Once registered, you can access and look for your interpreter by clicking on this icon .

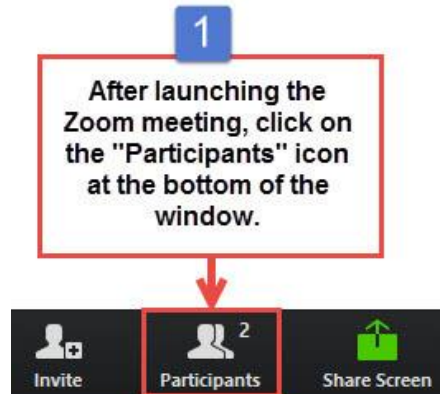
Request for IT support for any technical issues

- Request for IT support from your office in case of any technical problems and glitches.
- Contact **ORGANIZATIONAL FOCAL POINT (x@x.org)** if further assistance is needed.



Changing Your Name in a Zoom Meeting

To change your name after entering a Zoom meeting, click on the “Participants” button at the bottom of the Zoom window.



Next, hover your mouse over your name in the “Participants” list on the right side of the Zoom window. Click on “Rename”.



Enter the name you’d like to appear in the Zoom meeting and click on “OK”.

