How to Join a Zoom Meeting for the First Time (Zoom: The Basics)

https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac

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On Tuesday 13 October 2020, the hybrid meeting will start at 14.00 (Vientiane Time)* (9.00 Geneva Time),and will continue until all items have been disposed (please see programme of the meeting)

Detailed instructions on the use of teleconference platform are provided below. The platform is best accessed from a PC or a tablet, and provides the following functions:

- list of participants visible to all those logged in to the conference;

- automatic detection of the person speaking - showing them on screen (if webcam enabled);

- demonstration of presentations can be done by any participant;

- virtual raised hand by any participant to request the floor;

- private messaging from anyone to anyone, or to all;

Instructions on the use of Zoom teleconference platform

1. CONNECTING TO THE VIRTUAL MEETING ROOM.

The meeting connection is organized and managed by the UNDP Office in Vientiane. UNCTAD, organiser of the workshop, is based in Geneva, Switzerland, and will be connected remotely.

An invitation email will be sent by email to all participants with instructions, and an internet link to the conference. Please see below the direct connection **link** (in red) and meeting ID and passcode to enter the meeting. Mr. Sinthala Vilaysom, ICT Analyst of the UNDP office in Vientiane, will connect to the meeting 30 minutes before the meeting starts to have some time for testing. (please see his contact details at the end of this note)

Join Zoom Meeting

Phone one-tap: US: +16699009128,,85367658817# or +12532158782,,85367658817#

Meeting URL: https://undp.zoom.us/j/85367658817?pwd=d3hnWjEzOE9Pdk5HOFB6YS9GVm1Ndz09

Meeting ID: 853 6765 8817

Passcode: 264206

It is strongly advisable to connect using the Zoom client, which needs to be installed in the participant's computer.

Upon connecting to the conference, the system requests to check the computer audio; please test and connect using computer audio. The system will then present a "Waiting room view". This is a virtual "registration desk".

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* Time in Vientiane, Lao PDR (5 hours ahead Geneva time)

2. IN THE VIRTUAL METING ROOM

The UNDP staff member attending to the registration will identify each participant as accredited participant and admit you to the main meeting room.

Please note the following features of the screen as follows.

-   large video area in the middle shows the camera of the person currently speaking (if enabled), or their name if the camera is disabled. Presentations will also be shown in this area.

-   the small video windows (above the main one) show other names or cameras of other participants.

-   please keep a note of the numeric code and password of the conference, as provided in the message from UNCTAD. In case a connection to the conference is lost at any time, you can re-enter the conference by entering the codes on the website of conference platform at https://zoom.us/join

-   the list of participants in the meeting, indicating the person currently speaking can be seen to the right of the main video window. You can hide/show the list of participants by clicking on the "**Participants**" icon below the main video window - as on the photo above;

-   the microphone will be muted as you enter the virtual meeting room so as to keep the volume level down.

-   should you wish to speak, please remember to unmute your microphone by clicking on "Microphone" icon . To turn the video on and off, you can use the "Camera" icon next to the "Microphone".

-   as in a regular meeting, the Chair will conduct the meeting and call on the meeting participants to have the floor. To request the floor, please use the **"Raise hand"** function which is in the menu "**Participants**". The organizer of the meeting, assisting the moderator, will maintain the speakers list and will advise the organizer whose turn it is to speak.

The platform provides a range of other functions, such as text chat box to communicate with other participants.

Should any regional group need a group meeting, a "Breakout room" function will be used to create virtual room only open to the representatives who belong to the respective regional group. Instruction for entering a breakout room will be shown on screen.

3. REQUESTING TO TAKE THE FLOOR

After the speeches and presentations, participants will have opportunity to take the floor, by raising hand (click on the "hand" button), one after the other, to avoid misunderstanding.

4. LEAVING AND RETURNING TO THE MEETING ROOM

You can leave the virtual meeting room at any time by clicking "Leave meeting" in the lower right corner of the screen. If you would like to return to the meeting, you can do this by entering the meeting code on the web site of Zoom:

Please find the link and passcode below, all participants will be muted upon entry, but they can easily unmute themselves, share their screen or content during the meeting if needed.

Join Zoom Meeting

Meeting URL:	https://undp.zoom.us/j/85367658817?pwd=d3hnWjEzOE9Pdk5HOFB6YS9GVm1Ndz09
Meeting ID:	853 6765 8817
Passcode:	264206

5. FOR TECHNICAL SUPPORT IN CASE OF PROBLEMS JOINING THE MEETING

Please call :

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