



9th Session of OIC-StatCom 28 September – 1 October 2020, Virtual Meeting

Step by Step Guidelines on Using Zoom for the Participants

This guideline aims to assist you on how to use the basic features of the “Zoom” application which will be used to connect to the Online Session of OIC-StatCom. Zoom is a remote conferencing service combining video communications, online meetings, chat and collaboration. You are required to have a Zoom account beforehand for effectively using all the features of Zoom. It is kindly requested that you ensure the most convenient and quiet environment before joining the Online Session. Therefore, you should be in a room with no background noise and make sure the light is not coming from behind. It is also important to be close to the modem if your connection is wireless.

1- Registration

You can register to the Online Session of OIC-StatCom through the link which has been provided by the Secretariat in the invitation letter. While filling out the form, you will be requested to upload your CV, nomination letter, and passport copy (or national ID if you do not have a valid passport). The applications will be reviewed by the Secretariat and accepted if the requirements are met. Accepted participants will receive an e-mail with an invitation link and further instructions to join the daily meetings of the Online Session of OIC-StatCom through Zoom.

2- Joining the Meeting

The invitation link to be provided by SESRIC will be similar to the following:

SESRIC is inviting you to a scheduled Zoom meeting.

Topic: 9th Session of OIC-StatCom

Time: Sept 28, 2020 12:00 Turkish Time

Every day, until Oct 1, 2020, 4 occurrence(s)

Sept 28, 2020 12:00

Sept 29, 2020 12:00

Sept 30, 2020 12:00

Oct 01, 2020 12:00

Please download and import the following iCalendar (.ics) files to your calendar system.

Daily:

<https://zoom.us/meeting/.../ics?icsToken=...>

Join Zoom Meeting

<https://zoom.us/j/...?pwd=...>

Meeting ID: NNN NNNN NNN

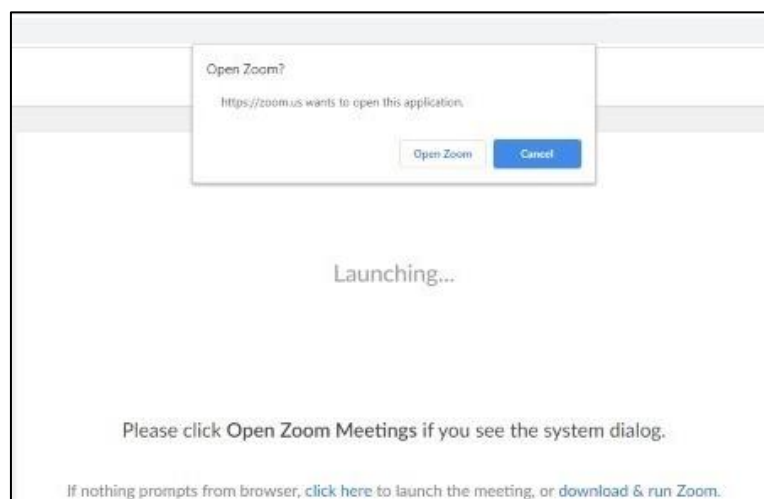
Password: NNNN



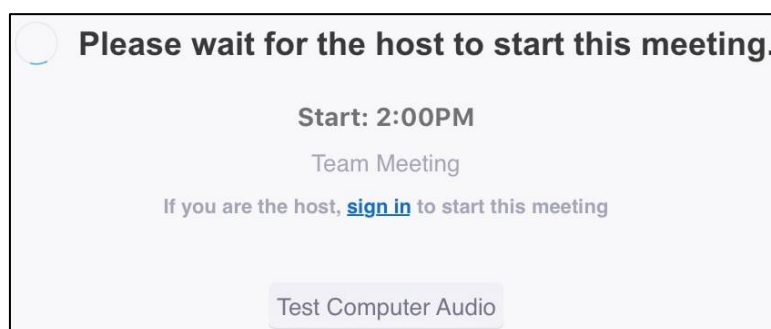
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After you click on the invitation link, a webpage will open in your default browser which will look like the following:



This screen will prompt you to either download or launch Zoom. You might be asked to fill in some information, such as your name (please indicate your name as “**Name Surname [Country/International Organisation]**”) and e-mail. Please write your name in full i.e. with Name and Surname (please use the same name and surname as previously provided in the SESRIC ERP registration page). You may see the following screen if you try to join earlier than the host/co-host:



Please wait until the online meeting starts. You can refer to the following links for

- Zoom video tutorials:
(English) <https://bit.ly/30muTFx> (Français) <https://bit.ly/30jYUG8>
- Zoom video tutorial on joining the meetings:
(English) <https://bit.ly/2UpsAOt> (Français) <https://bit.ly/2XHRJ8R>



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3- During the Session

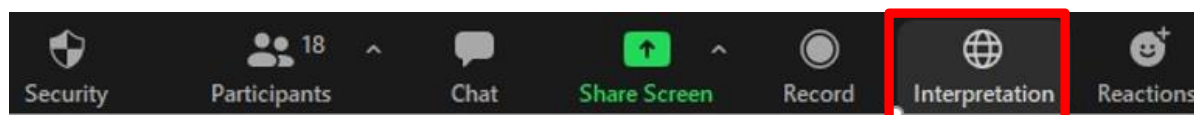
There are a few points to pay attention to in order to have a better connection and a smooth session.

- Do not open your camera unless you are instructed otherwise.
- Do not forget to mute your microphone when you are not speaking.
- Use chat for short questions and your interventions. Please consider the fact that interventions made in other than English may take some time to be translated and communicated to the Secretariat.

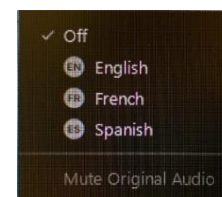
Should there be any problems, please do not hesitate to contact the staff of the Secretariat who will be present in the Online Session. They can be recognized by their name or their Zoom role as “Host” or “Co-Host”.

3.1 Language Interpretation

- The translations will be available for English, Arabic, and French during the 9th Session of OIC-StatCom. To listen to the translation, please click “Interpretation” (Globe icon) in your meeting controls;



- Click the language that you would like to hear. For interpretation in:
 - Arabic, please select **Spanish**,
 - English, please select *English*,
 - French, please select *French*.

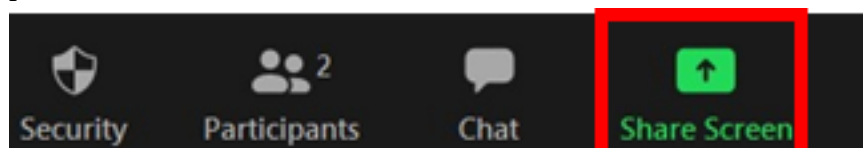


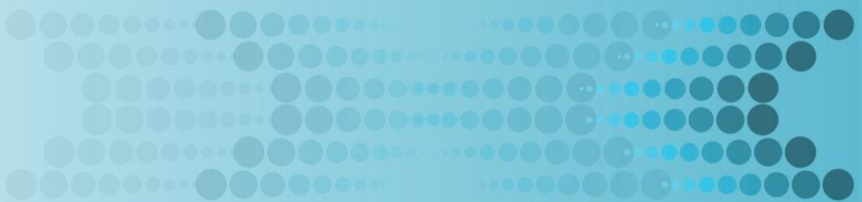
- (Optional) To hear the interpreted language only, click “Mute Original Audio”.

3.2. Sharing Screen

You can get permission from the host or co-host (speaker/presenter) to share your screen if it is required for the Online Session. In this case:

- First open the file in your computer whose screen you want to share with the others.
- Go back to Zoom meeting screen and click “Share Screen” located in your meeting control panel:

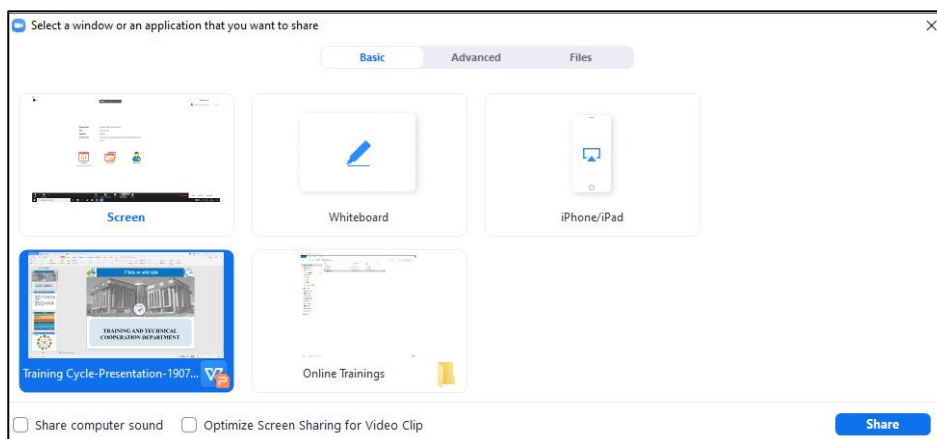




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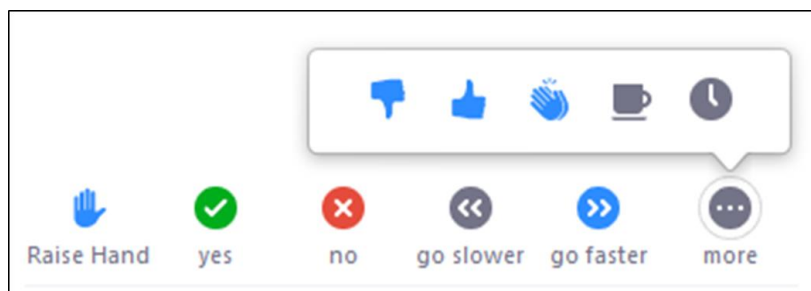
- A window similar to the one below will be seen:



- Select the screen that you want the others to see and click “Share”. This will take you to the screen and the meeting control bar will be on top of the screen to indicate that your screen is shared. Now participants can see your screen on their side.

3.3. Raise Hand

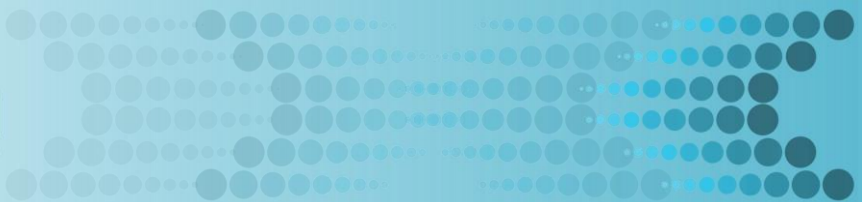
One of the convenient features of Zoom is “non-verbal feedback” icons found under “Participants” panel as can be seen below. These icons will be useful for Q&A and other interactive sessions.



The first icon is to raise/lower hand. It can be used to ask for permission to speak. When you use this button, a hand icon will appear next to your name in the “Participants Panel”. Host/Co-host(s) can see who raise their hands. After the approval of the host/co-host(s), you can take the floor. Please make sure that you unmute your microphone so that the other participants can hear you. You are kindly reminded to mute your microphone after concluding your intervention!

3.4. Sharing Files

You might want/be asked to share files with the host, co-host and/or other participants. The documents can be shared by going to the “Chat Panel” and clicking “File” button. It will prompt you to choose a file that will be uploaded and sent to a particular participant or all participants through the “Chat Panel”.

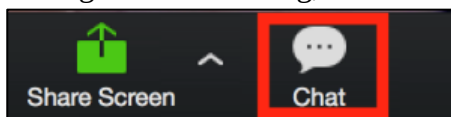


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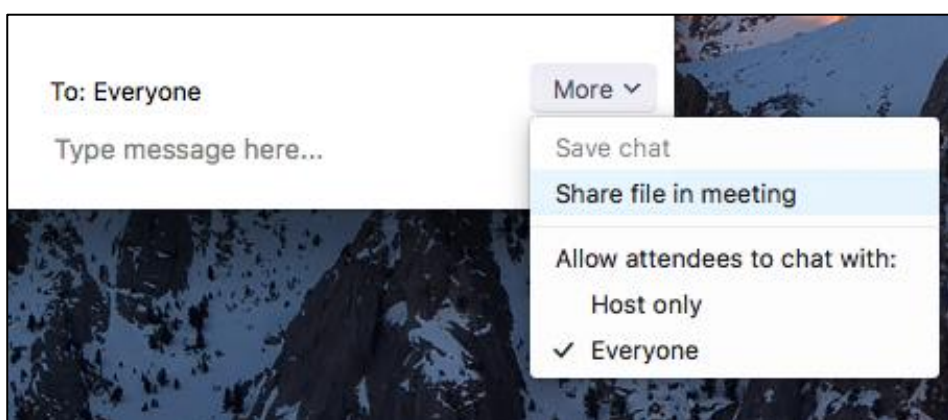
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Steps to share files:

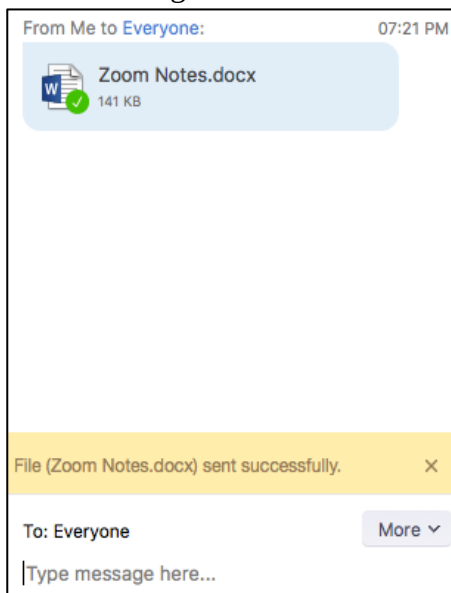
- During a Zoom meeting, click on Chat.



- Select More and choose the option to “Share file in meeting” to send the file(s).



- The following notice will be seen once the file is successfully sent.



- The participants will see a notification when a file is sent and will be given the option to download the file. Once Download is selected, they will be able to view the file.



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4. Zoom Help Center

Zoom Help Center includes tutorials, videos and guides on almost every feature of the software. You can easily access them from the following links:

- (English) <https://support.zoom.us/hc/en-us>
- (Français) <https://support.zoom.us/hc/fr>

Please check the website for further language options.