

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

Step by Step Guidelines on Using Zoom for the Speakers

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- Starting an Online Session

SESRIC, in its capacity as the Secretariat of OIC-StatCom, will be responsible for technical arrangements to bring your presentation or speech to the participants. You will be provided with a single link to connect to the sessions throughout the meeting. You will be assigned with the role of “co-host” to effectively moderate the sessions (if necessary). You will receive an invitation which will look like 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

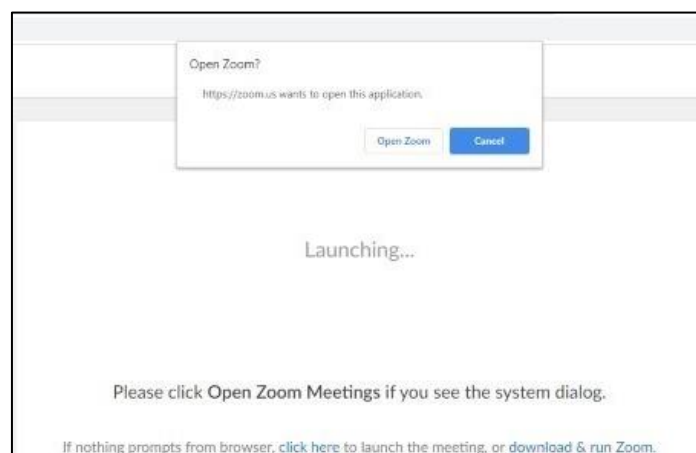
Password: NNNN

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

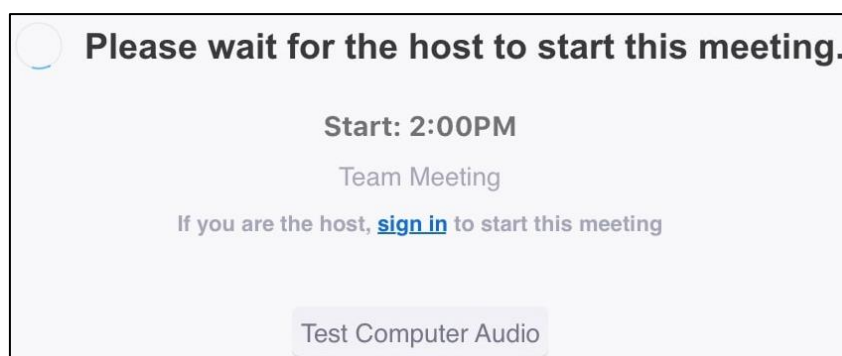


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This screen will prompt you to either download or launch Zoom. You might be asked to fill in some information, such as your name (please indicate your name as “**Name Surname [Country/International Organisation]**”) and e-mail. Please write your name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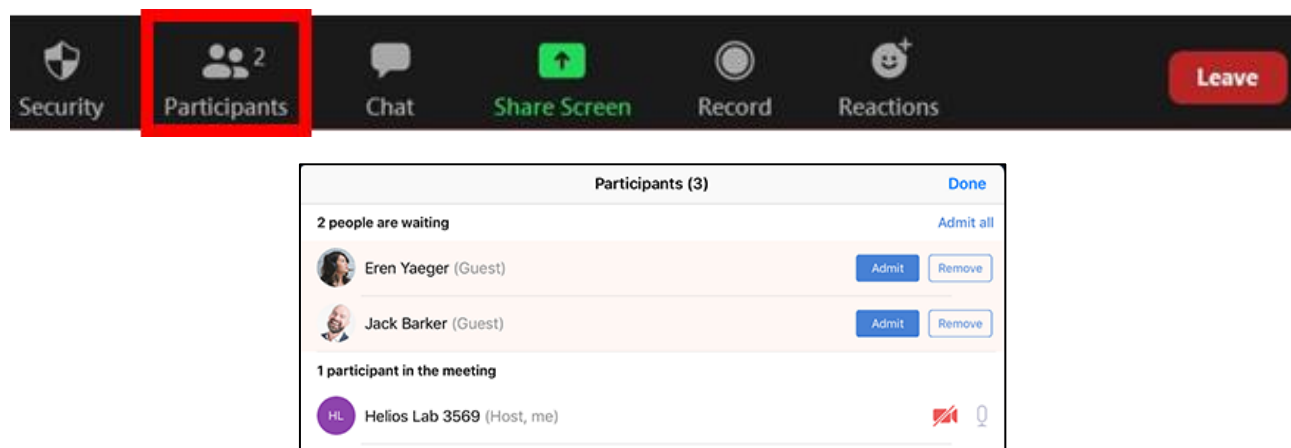
2- Online Test Meeting

The Secretariat will invite you to an online test meeting whose link will be shared in advance with you only. The online test meeting will take place around 3 working days before the Online Session. In the online test meeting, we will check with you for Internet connection quality, video/microphone setup, and other features of Zoom.

3- During the Session

The Secretariat, in its role as the “Host”, will accompany you, in your to-be-assigned-role as “Co-host”, during your presentation/speech in the respective session/s to make sure that everything works smoothly. After you click the link found in the invitation e-mail to be sent, you will first find yourself in the “Waiting Room”. You will then be admitted to the “Meeting Room”.

You can see all participants by simply clicking “Participants” button on your meeting control panel. The participants will be admitted into the “Meeting Room” by the Secretariat.

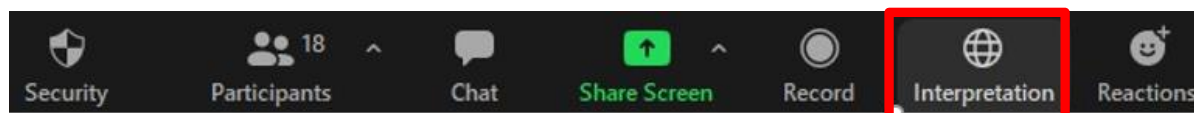


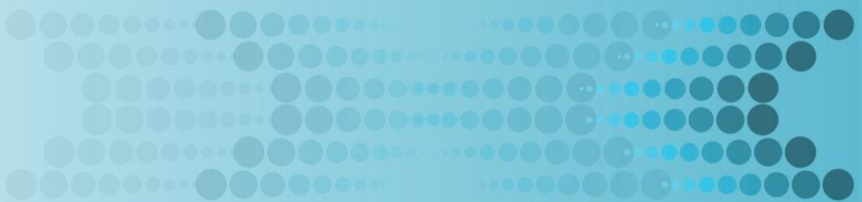
This screen also shows who is talking and who requests the floor.

4- Features of “Zoom”

4.1. 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.

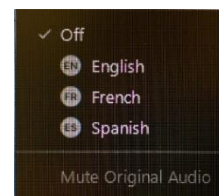




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- Click the language that you would like to hear. For interpretation in:
 - Arabic, please select **Spanish**,
 - English, please select *English*,
 - French, please select *French*.

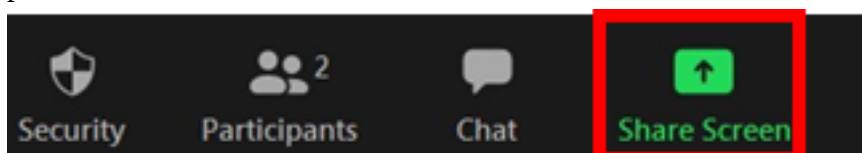


- (Optional) To hear the interpreted language only, click “Mute Original Audio”.

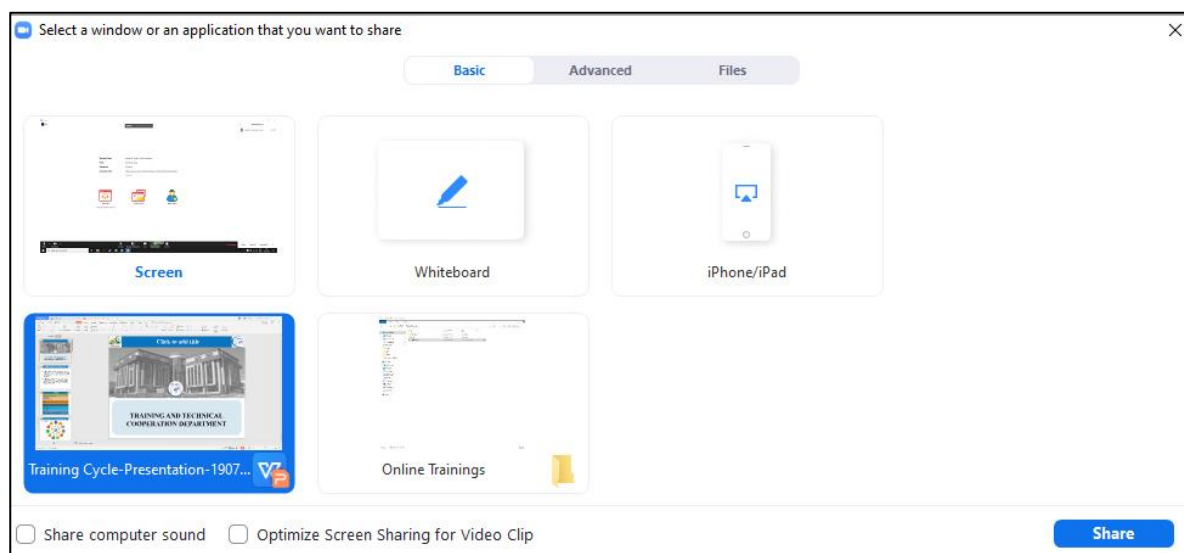
4.2. Sharing Screen

You can make your presentation by sharing your screen through Zoom. To do that,

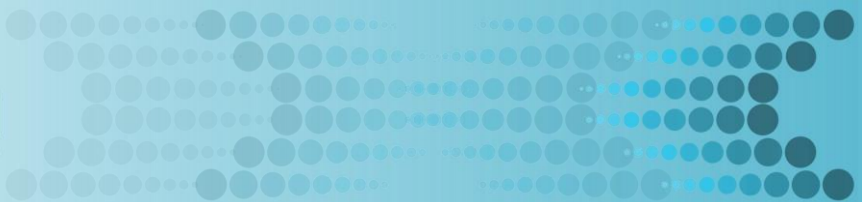
- First open the file in your computer and then select its screen you want to share with the others.
- Go back to Zoom meeting screen and click “Share Screen” located in your meeting control panel:



- 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.

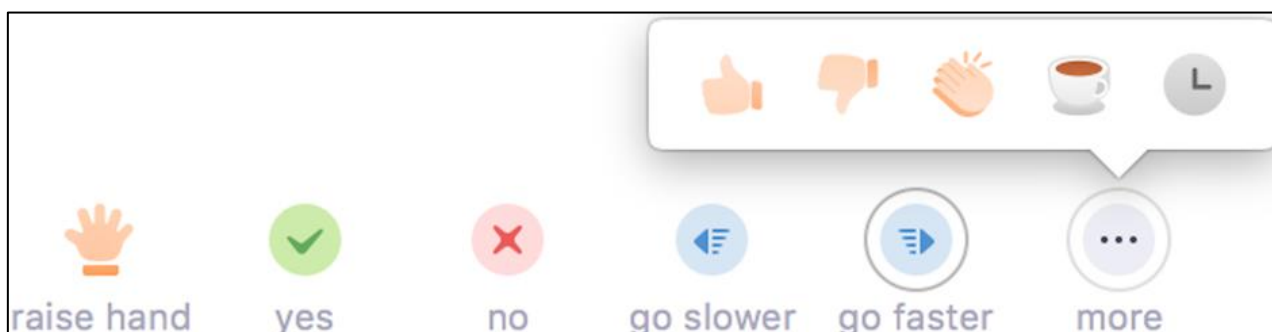


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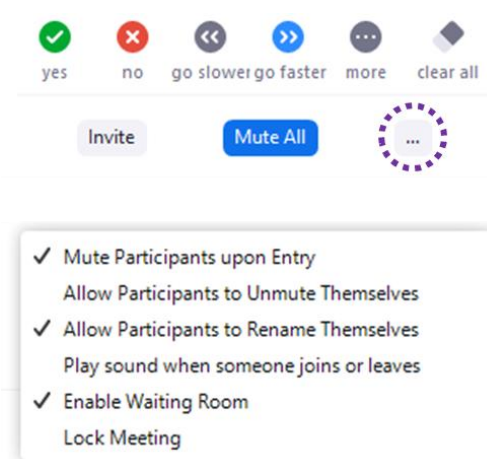
4.3. “Raise Hand”

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!

4.4. Managing the Microphones of Participants

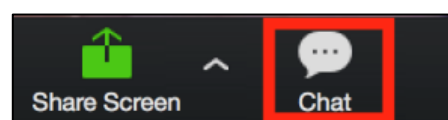


The microphones of the participants should be muted and their camera should be closed before the presentation starts. When participants are requested to make an intervention especially during a Q&A session, you should unmute their microphone first. In the bottom part of the “Participant Panel”, you need to click the “...” icon (see purple circle below) first to access the following settings which you can change or ask responsible the Secretariat staff to change. You can always ask for support from the Secretariat staff to facilitate the sessions such as reading questions on chat or mute/unmute microphones, etc.

4.5. Sharing Files

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”. Steps to share files are as follows:

- During a Zoom meeting, click on Chat.

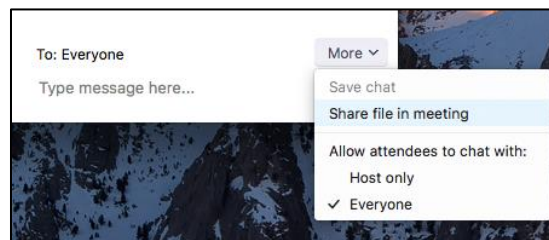




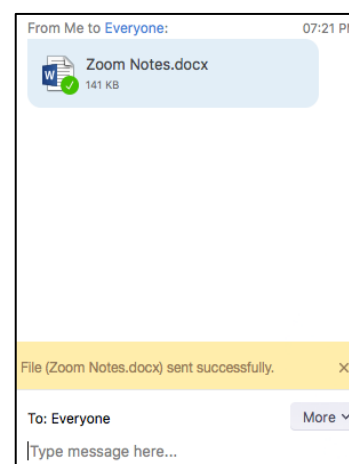
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- Select More and choose the option to “Share file in meeting” to send the file(s).



- 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.

5. 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.