

For successfully participating in the online meeting here are a few requirements and recommendations



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### STABLE INTERNET

Ethernet (LAN) cable is highly recommended – Wi-Fi often causes breakups when transmitting sound, this could cause low quality of sound and loosing parts of the speech for other participants.



### USB HEADSET

Ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone

### CAMERA

Please adjust your camera, it needs to be pointed to you.

### QUIET WORKSPACE

#### **Close all windows**

(no external noises like outside traffic)

#### **Be mindful with noises you create**

(shuffling papers, mobile device sounds, keyboard strokes, moving the chair...)

# USING THE MEETING ROOMS' FEATURES



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## 1. Select your preferred language

- Select “none” to listen to the floor
- Select other languages if interpretation is offered. ➤ Click “SAVE”

## 2. Raise your hand to ask for the floor

Click on the green hand and wait for the approval of the Chair to take the floor

- Click on “AUDIO ONLY”: you will enable your microphone
- Click on “VIDEO”: you will enable your microphone & webcam

## 3. When you have the floor, you have the possibility to

- Turn on or turn off your mic
- Turn on or turn off your webcam

## 4. Turn on or turn off screen sharing

## 5. Give back your hand so that you don't speak anymore. This doesn't disconnect you from the meeting

## 6. Use the “EVENT CHAT” if available, to communicate with the Remote Participation Moderator in case of questions, comments and/or technical issues

