

Working Group on Environmental Monitoring and Assessment

Twenty-fourth session, Geneva and online, 11-12 April 2022

Meeting website with programme and presentations:
<https://unece.org/info/Environmental-Policy/Environmental-Monitoring-and-Assessment/events/363942>



Requirements and recommendations for a successful connection during the meeting



Zoom platform

Equipment

A headset or a microphone and headphones are desirable rather than using your PC's integrated microphone and speakers. An external webcam would also provide higher quality video feeds.

Connectivity

You can check your connectivity speed by using a tool such as <https://fast.com/#>

Web-browser (e.g. Chrome, Edge, etc.); reportedly the **Google chrome** browser provides the best support for Zoom meetings. Note that interpretation will not be provided when using Zoom web application.

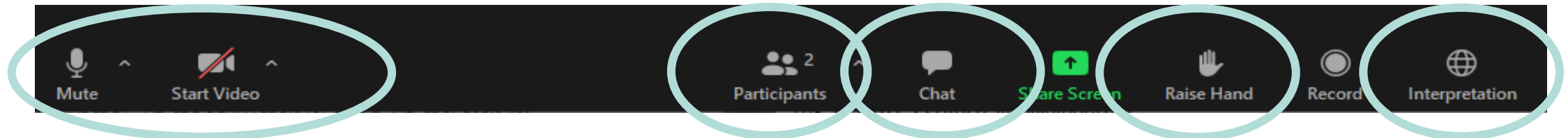
Make sure you download it from the official source (<https://zoom.us/download>), Connect https://zoom.us/download#client_4meeting, Download the “Zoom Client for Meetings”

General remarks and basic requirements

- Computer should be connected to a stable internet link. Avoid a Wifi connection and prefer an Ethernet cable connection (LAN)
- Work from a quiet place and avoid noise pollution caused by open windows, fans in the room or any other noise that could be picked up by the microphone
- Use a headset with a built-in microphone and connected directly by USB cable (avoid wifi and Bluetooth), this is required by interpreters
- If you do not have a headset/microphone he/she should use at least one headset to avoid feedback from the computer
- **A test run for Speakers will be ran with the Speakers 1.5 hours before to allow time to ensure connectivity and to address any technical issues that may disrupt the meeting, this is mandatory for all Speakers in order to be sure that the connectivity is working properly.**
 - Test connectivity
 - Test the sound feedback
 - Help to frame the camera properly
 - Make sure you are in a noise-free environment
 - Give a final reminder on the use of the interface

Using features of the meeting room

- Use the navigation bar



You can mute or unmute your microphone and video

You can see the list of participants

Text chat

To request the floor

To choose your interpretation language

- When connecting, please enter as your name: COUNTRY_Firstname_Familyname (or INTERNATIONAL ORGANIZATION_Firstname_Familyname), so that moderators can recognize you in the platform and give you the floor.
- You will only be able to use your microphone or camera when you are given the floor. You will only get the floor if you are a presenter or if you raise your hand during a discussion.
- To request the floor, ask for permission to speak by clicking on the icon to raise your hand.
- If you wish to share a document or presentation on your screen, have it open on your screen beforehand, but close windows and tabs that you do not want other participants to see.
- If you are connected to the meeting correctly, you should hear the audio from the meeting room.
- If you experience problems, let us know through the chat or via email.

Last Important Instructions

- **Speakers should not connect** from outside devices applications. (only laptop with last version of Zoom Client uploaded)
- Do not share Zoom meeting links publicly (e.g. on social networks or in online forum posts).
- A Speaker should never change to an Interpreted language (channel), they always remain on “OFF”
- Listeners can choose the interpretation channel.

Thank you for your attention.