



## ► Quick guide for remote participation in the 340th Session of the Governing Body of the ILO

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### Access to zoom platform

- The platform used to enable remote participation for the 340th Session of the Governing Body is **Zoom, preferably the latest version and as a minimum version 5.3.2.**
- By now, you should have received **two different invitations** from “ILO (no-reply@zoom.us)” in the email provided with your accreditation to the Session: one to participate in the meetings of your group (employers’, workers’ or relevant government regional group) and a different invitation to participate in the plenary sittings of the Governing Body. **Please note that these invitations will be valid throughout the session, including the preparatory group meetings the week before the start of the Governing Body.**

**Please make sure that before connecting to your group meeting or plenary sitting you have closed all browsers or the Zoom link/application of previous meetings you might have attended, as otherwise your ID\_naming will not display correctly.**

- For **group meetings**, please note that the links will remain active during the whole day, allowing groups to meet any time beyond the scheduled times indicated in the [Tentative Order of Business \(TOB\)](#). These unscheduled meetings will be without interpretation. Any changes to or cancellation of scheduled Group meetings should be communicated by the Group coordinator to [cmu@ilo.org](mailto:cmu@ilo.org).
- If you organize a group meeting outside of the hours foreseen for your meeting in the TOB, please advise as soon as possible [cmu@ilo.org](mailto:cmu@ilo.org) to be sure that your Zoom group meeting is open and active.
- The invitation link **to plenary sittings** will also be the same throughout the duration of the session for all public sittings. A separate link will be sent in due course to authorized participants to take part in any private sitting.
- These links should not be shared or forwarded. Please do not rename yourself as we have used a pre-established naming protocol for each constituent and observer to facilitate your identification in the platform.
- If your group or country has sent credentials for you but you have not received an invitation by Friday 30 October from “ILO (no-reply@zoom.us)”, please check first your spam and, if necessary, contact [cmu@ilo.org](mailto:cmu@ilo.org) with details of the group, Government or entity you represent and your name.

### Practical information for the use of zoom in the 340th Session

- **Requests for the floor at plenary sittings:**

In accordance with the special procedures approved by the Governing Body (see Appendix to [GB.340/INS/1](#)), registration in a list of speakers for each item of the agenda

will be required at least one hour before the start of the sitting at which the item is scheduled to be discussed in the [Tentative Order of Business](#). Please send your request to [governingbody@ilo.org](mailto:governingbody@ilo.org) with an indication in the object of the email of item for which the floor is requested, the speaker and the group or country he or she represents (for example "PFA/2, Ms. Mohammed, AFRICA group").

**Requests for the floor** for the debate after all registered speakers have intervened, can be made either by raising your virtual hand in Zoom, or sending a request to the Clerk of the Governing Body (named GB Clerk in the list of Zoom participants) through the **chat function**.

- **Microphone and camera**

It is important to mute your microphone and deactivate the camera when you are not speaking. You should activate them only when you are given the floor.

You should make sure to connect, preferably with a PC or laptop, from a quiet place with good connectivity. Headsets with incorporated microphones are highly recommended for better sound quality.

- **Technical issues**

If you face technical difficulties with Zoom during a group meeting or plenary sitting, you can indicate the problem to the "host" of the meeting using the chat function.

- **If you are not familiar with the use of Zoom, please see the pictures at the end of this guide.**

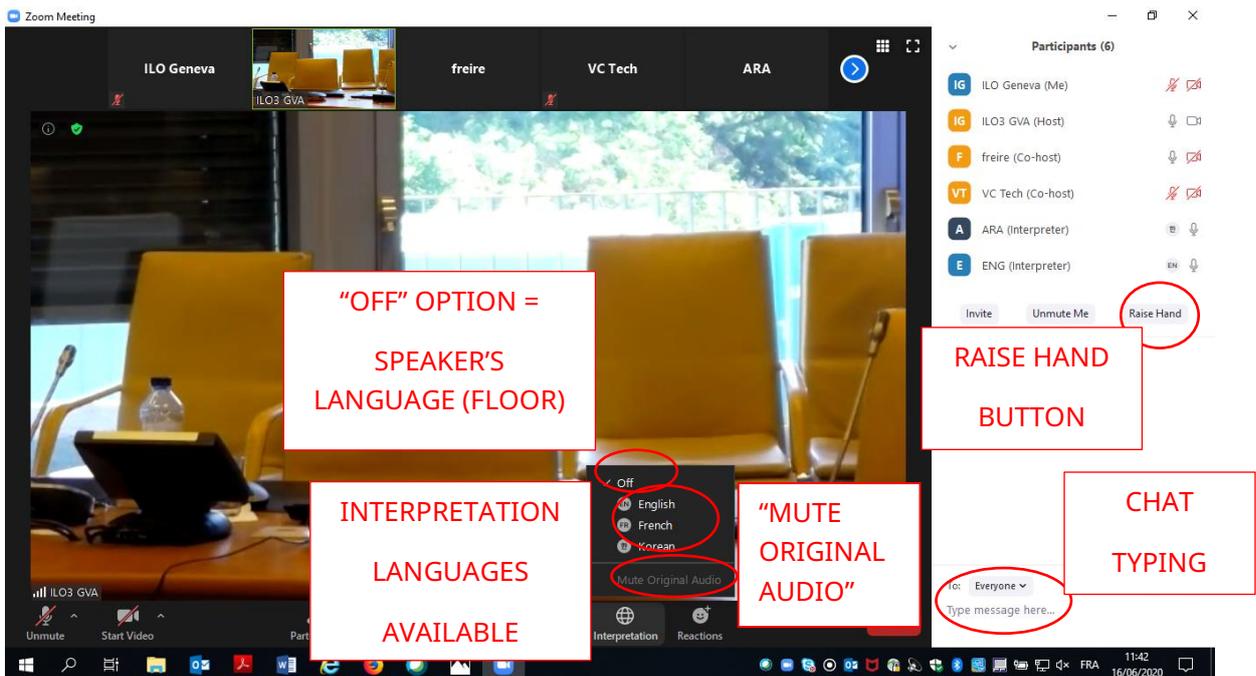
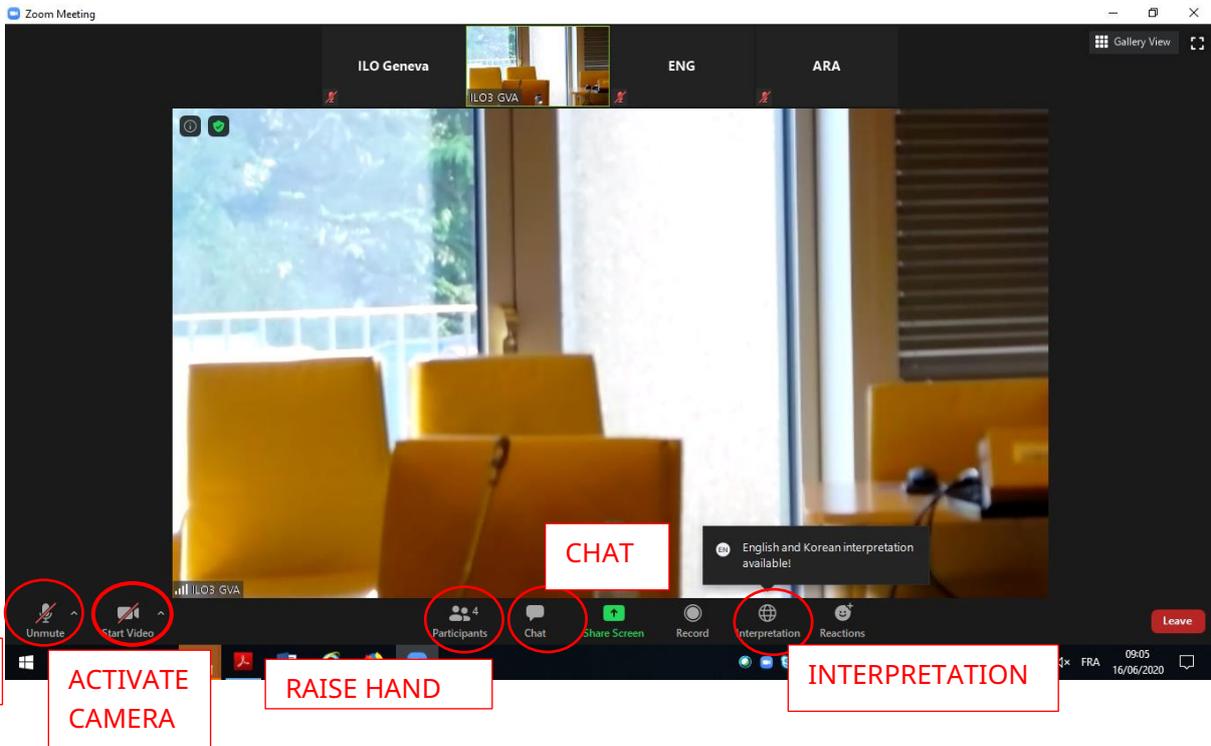
## Interpretation

- Participants in Plenary sittings will be able to listen to and speak in any of the seven ILO working languages. Each Group determines its language regime, i.e. the number of working languages available.
- **For participants to benefit from interpretation, they need to download the zoom application on to your PC or laptop.** If you connect via the browser, interpretation and other features will not be available.
- Please select in the Interpretation menu on the horizontal bar of your screen (see screenshots in the Zoom instructions) the language of your choice.
- Please note that in order to avoid interference between language channels, it is important to ensure that **the language you intend to speak in is the same language you are listening to, by selecting that language in the interpretation menu.**
- If you do not need interpretation, you can select "off" in the Interpretation Menu (see screenshot in the zoom instructions).
- **"Mute Original Audio" function:** if on your language channel in the interpretation menu you have a faint background noise of the original language, you should use the "Mute Original Audio" function available at the end of the list of interpretation channels. Do not forget to de-activate the "Mute original Audio" button if the same language is spoken afterwards as otherwise you would have no sound at all. For example, if you listen to the English channel in the interpretation menu and the original speaker is in Spanish, you can mute the original floor. However, if then an English speaker is coming up you have to deactivate "Mute Original Audio" as otherwise you have no sound at all.

- To guarantee accurate and faithful interpretation in a virtual environment, please send your statement beforehand to [interpreterspeeches@ilo.org](mailto:interpreterspeeches@ilo.org). Interpreters will treat this information as confidential and check against delivery.

► Zoom in pictures

FROM A PC



**FROM A TABLET/SMARTPHONE**

