International Labour Organization

▶ Quick guide for remote participation in the 341st Session of the Governing Body of the ILO

Access to zoom platform

- The platform used to enable remote participation for the 341st Session of the Governing Body is **Zoom, preferably the latest version and as a minimum version 5.5.4.[1]**

- 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**. The Zoom invitations for group meetings and plenary sittings are set at fixed hours for the whole duration of the session so that you only need one code to access those meetings throughout the session. However, as the time of group meetings and plenary sittings may vary from day to day, please make sure that the times you include in your calendars correspond to those indicated each day in the programme of group meetings and plenary sittings, as they will be announced on the website of the session, through the ILO Events APP, or communicated to you by your group secretariat or regional coordinator.

  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 the ID_naming assigned to you 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 regular scheduled meetings. 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 on the day before at 6 pm at the latest.**

- If you organize a group meeting outside of the regular schedule for your group, please advise as soon as possible 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.

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[1] See the instructions to update Zoom.

- If your group or country has sent credentials for you but you have not received an invitation by the end of Friday 12 March from "ILO (no-reply@zoom.us)", please check first your spam and contact governingbody@ilo.org with details of the group, Government or entity you represent and your name.

Practical information for the use of zoom in the 341st Session

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

  In accordance with the special procedures approved by the Governing Body (see Appendix to GB.341/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 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").

  Once the sitting has started, **requests for the floor** should 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**.

  Should you wish to raise a point of order or request for the right of reply, please do so through the chat function by indicating whether it is a point of order or a request for the right of reply. In the latter case, please also indicate the intervention in respect of which the right of reply is sought.

- **Microphone and camera**

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

  You should make sure to connect with a PC or laptop, from a quiet place with good connectivity. A cabled Internet access is preferable to Wifi. ISO compliant Headsets with incorporated microphones should be used for better sound quality. This will allow you to have a better audio input and other participants and interpreters will be able to hear you better.

  Using a PC or laptop will also allow you to see draft decisions and proposed amendments in the language of your choice. It will not be possible to see them if you use a tablet or smartphone.

- **Displaying the text of the draft decision or amendment under discussion**

  If you are participating from a PC or laptop, you will have the possibility to display on your screen the text of the draft decision or related amendments that are being discussed in English, French or Spanish as explained on page 5 below. Please note that this function is not available on smartphones or tablets.

- **Technical issues**

  If you face technical difficulties with Zoom during a group meeting or plenary sitting, you can communicate with the host. To do so, please select in the Chat "private message to Host" and indicate the problem. Please avoid writing to everyone in the chat. The host will answer privately to you, proposing solutions to your problem.

- **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.

- **To benefit from interpretation, please download the zoom application on to your PC or laptop.** If you already have the Zoom application, please make sure that you have at least version 5.5.4. Old versions of Zoom might cause misfunctions. Please avoid connecting via the browser as interpretation and other features might not be available.

- You can select the language of your choice to follow the debates in the Interpretation menu on the horizontal bar of your screen (see the screenshots below).

- 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 below).

- **"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 you are listening to is spoken afterwards as otherwise you will 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. Interpreters will treat this information as confidential and check against delivery.
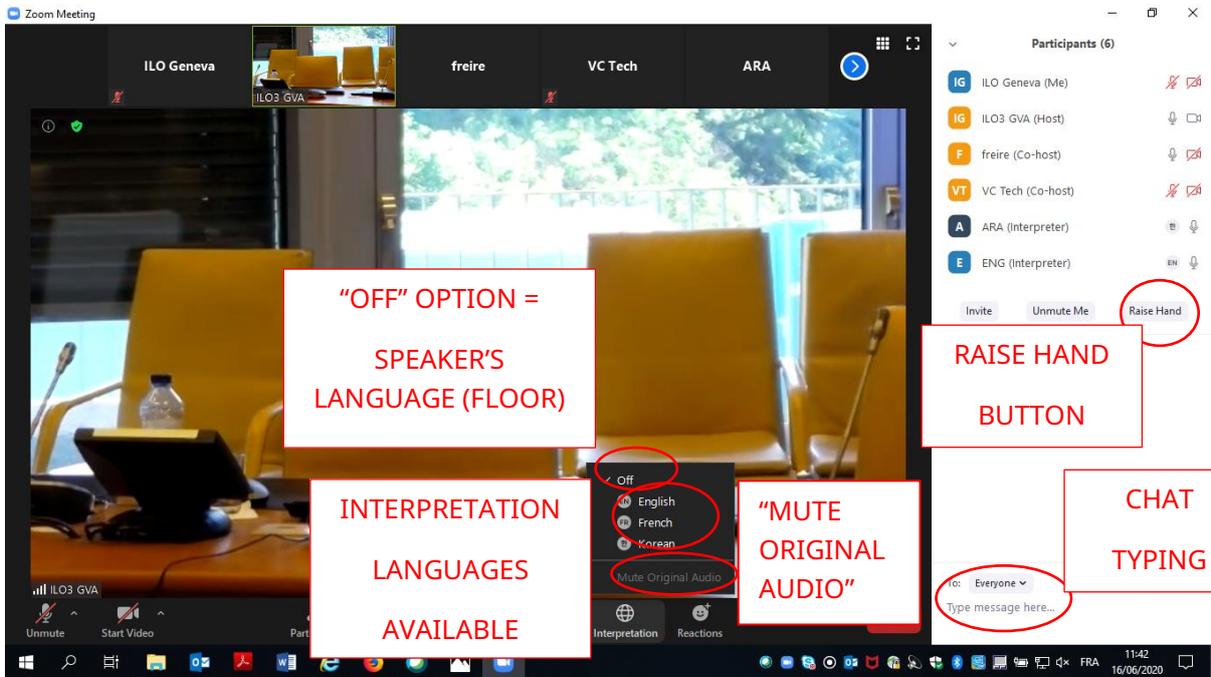
▶ **Zoom in pictures**

FROM A PC
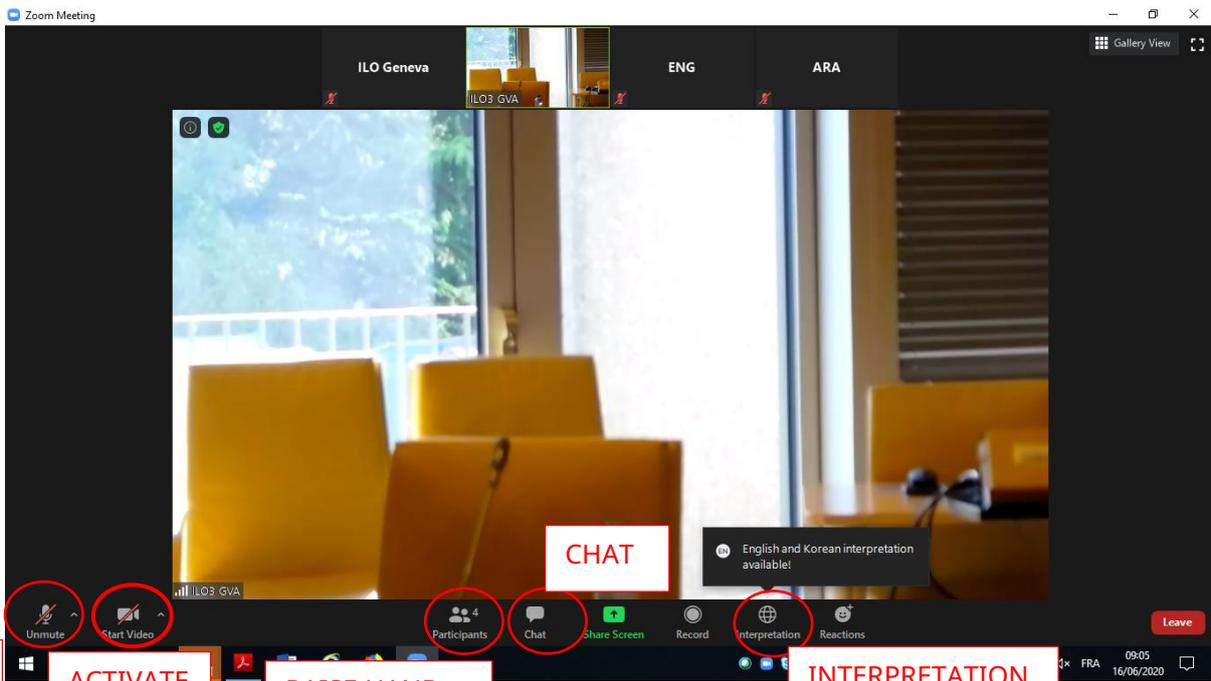
CHAT

UNMUTE

ACTIVATE CAMERA

RAISE HAND

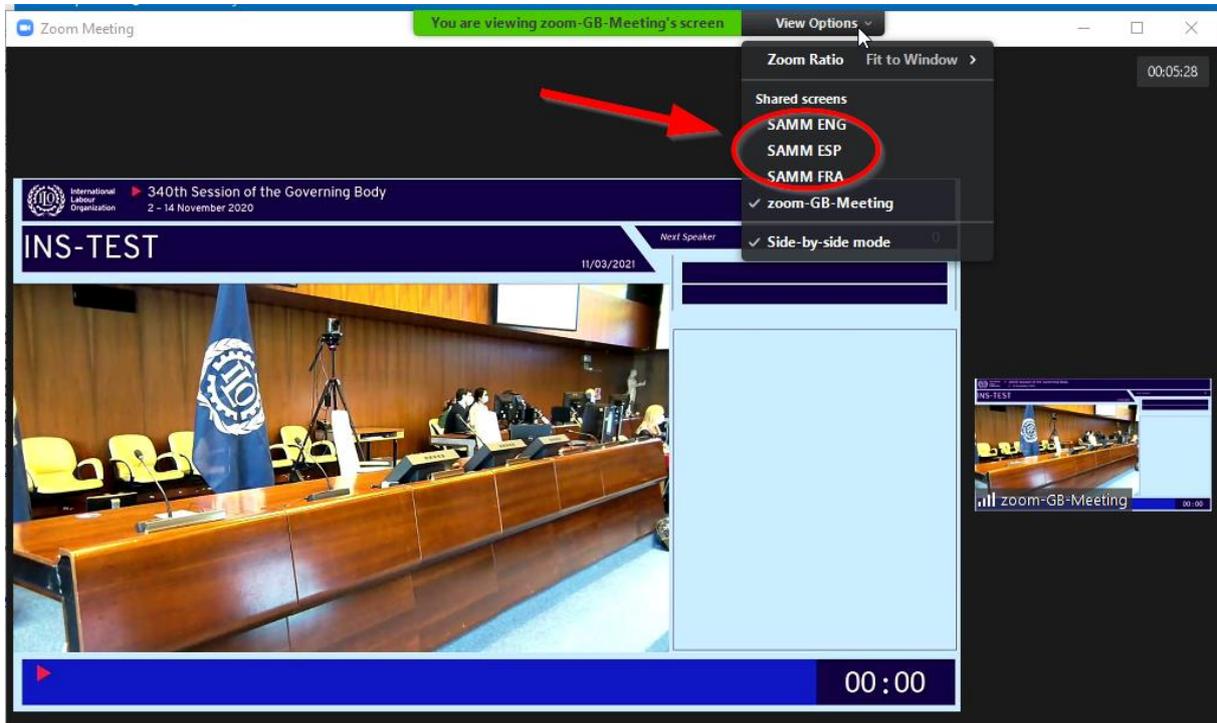INTERPRETATION

"OFF" OPTION = SPEAKER'S LANGUAGE (FLOOR)

INTERPRETATION LANGUAGES AVAILABLE

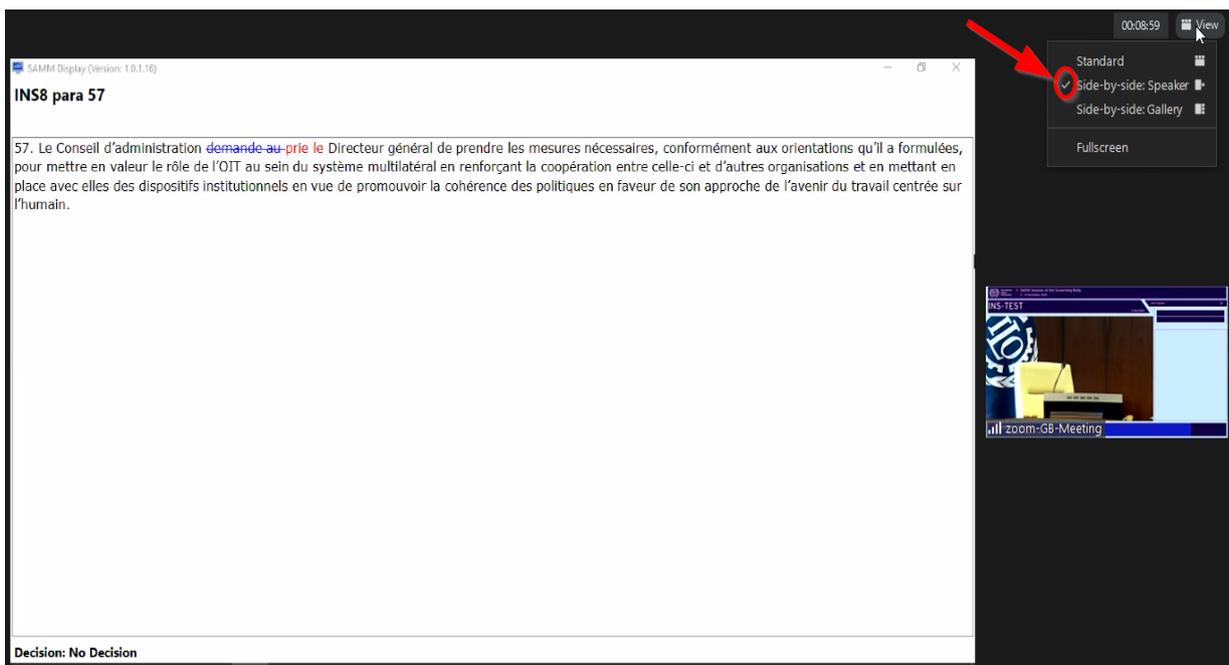"MUTE ORIGINAL AUDIO"

RAISE HAND BUTTON

CHAT TYPING

How to display draft decisions and amendments

In "view options" select "SAMM" in one of three languages

By clicking on "view" on the top right corner, you can select one of the three options for the display mode as shown in the pictures below:
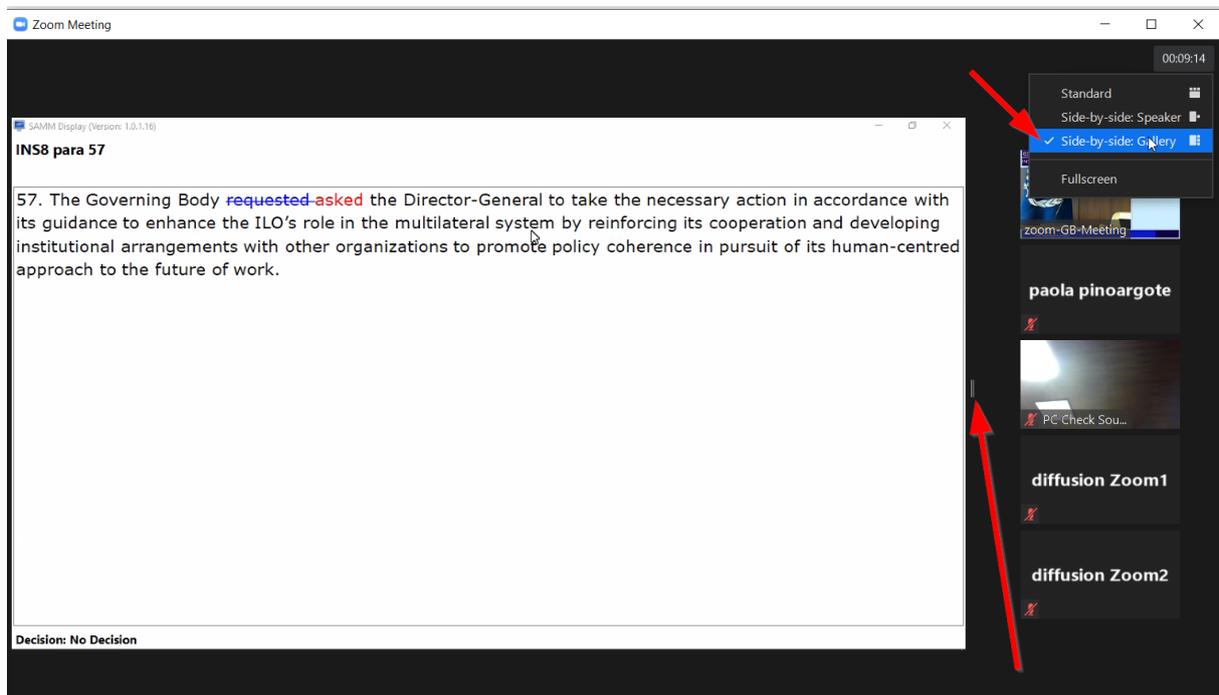
Option 1: The speaker on the right side of the screen

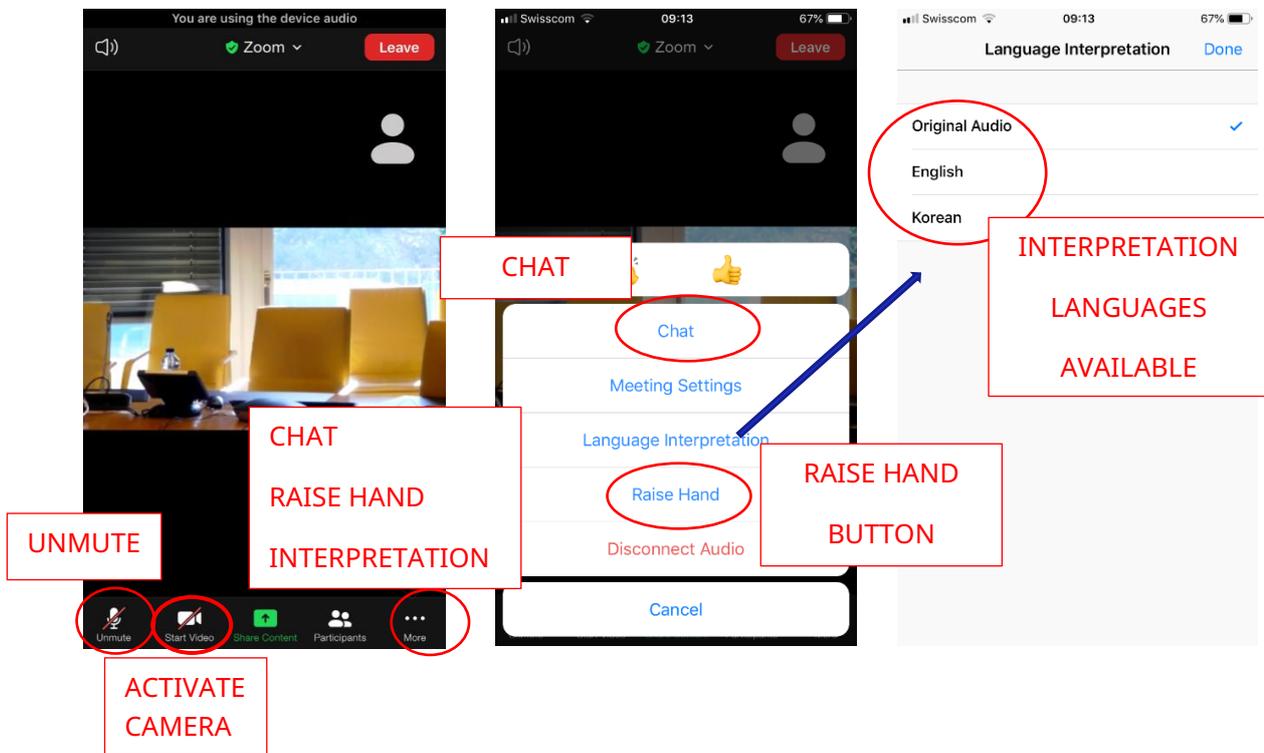## Option 2: The gallery of speakers on top

Option 3: The gallery of speakers on the right side of the screen

You can adjust the size of the text or image displayed side by side by moving laterally the bar between the two.

FROM A TABLET/SMARTPHONE

CHAT

CHAT
RAISE HAND
INTERPRETATION

UNMUTE

ACTIVATE
CAMERA

INTERPRETATION
LANGUAGES
AVAILABLE

RAISE HAND
BUTTON

Please note that the display function for draft decisions or amendments it is not available on smartphones or tablets.