Instructions for online participation in PEP 2020 virtual conference activities

Instructions for all attendants

Make sure you:
• Join each meeting at least 30 minutes before its start time (11:30 UTC)
• Use a working headset (headphones with microphone)
• Have a stable internet connection
• Are in a quiet environment where you won’t be disturbed
• Dress professionally and have a neutral background view; you’ll be asked to turn on your camera

All microphones will be disabled by default. The moderator will individually authorise those who are asked or wish to speak.
• Once authorised, unmute yourself by clicking on the microphone icon in the toolbar at the bottom of the screen.
• If you wish to speak, use the raise hand function: click on “participants” in the bottom toolbar, go the window that opens on the right and click on “raise hand” at the bottom of this window.

The chat window will be open and visible to all, please be polite and respectful at all times.

Instructions for presenters

• Make sure you open your presentation document on your computer at least 15 minutes before you are scheduled to begin presenting.
• When you share your screen, make sure to share your desktop, so we can see the whole of your screen. It will be easier then to share your presentation in full screen mode.
• Put your presentation in full screen mode
• Speak loudly and clearly!

For live interpretation

Click on Interpretation in the toolbar at the bottom of the Zoom screen.

Select the language you wish to listen in: Français or English.

If you do not wish to hear the original sound of the presentation, click on Mute original audio.