WELCOME TO Virtual Meetings

GOLDEN RULES

1. Make sure you have a stable internet connection and a good setup
2. Mute your microphone and turn on your camera if your connection is good
3. Click on "Interpretation" to choose your language channel
4. Make sure that your name is correct, if not, rename yourself
5. If you wish to speak raise your hand
6. Don’t forget to unmute your microphone when it’s your turn to speak
7. Speak clearly, and think about the interpreters, don’t speak too fast
8. Enjoy your meeting!
**Internet Connectivity**

You need an internet connection!

- Wired connection is recommended for more stability.
- If you don’t have a wired connection, make sure that your WiFi signal is strong enough.

**Audio Device**

A headset is strongly recommended to allow the best sound quality for everyone, especially the interpreters.

**The Webcam**

Turn on your camera if you have a good connection.

- When you sit in front of your computer, leave enough space between you and the camera, so that your face is entirely visible.
STAY UPDATED

Make sure you have the latest version of ZOOM before joining the meeting. Updates are not automatic. Click on "check for updates" or the links below to download ZOOM:

- PC
- APPLE
- ANDROID

PROFESSIONAL ENVIRONMENT

Choose a private and quiet room
If your camera is on, make sure that you have nothing inappropriate behind you and that you are properly dressed

REGISTRATION

Make sure you have the link to connect to the meeting. In most cases, you will receive a link to register and then you will receive the personalized link to join the meeting.

WAITING ROOM

You will be put in a waiting room. When we are ready, we will let you in, if you have renamed yourself correctly.
Test your audio by clicking on "Test Computer Audio"
Then you will enter the room and be asked to select your audio devices. Click on "Join with Computer Audio"

GOT MAIL!

Check your SPAM!
**ENTERING YOUR NAME**

Enter your full name before joining the meeting. The moderator may decide to refuse your entrance for security reasons if your username is suspicious or if you are using the name of your device.

In the meeting, to rename yourself, click on "Participants", next to your name, click "more", "rename", then type your name and confirm with "ok".

**INTERPRETATION CHANNEL**

Choose your channel by clicking on Interpretation and select "English" if you speak English.

For passive languages, when speaking, select "off".

**MICROPHONE**

Make sure that your microphone is always off when you are not speaking.
REQUESTING THE FLOOR

If you wish to speak, click on “reactions” and select the “raise hand” 🙋

The chair will see your request and will ask you to speak.

Use the chat to share your comments and questions or to contact the moderators in case you have technical problems.

TAKING THE FLOOR

Unmute your mic and proceed with your intervention 🎤

Summarize your thoughts before taking the floor

Stick to the time ⏰

Remember, your words will be interpreted into several languages. Resist the natural tendency to speak faster than normal.

Avoid initials and abbreviations and explain technical terms

Avoid reading a speech. If you do have a text or a presentation, please send it to us beforehand so that we can share it with the interpreters.

IndustriALL will not tolerate any form of sexual harassment or insult during meetings. If you witness, or are victim of such behaviour immediately inform the meeting organizer.
Participants (4)

Busy Banana (mr)
Lazy Lemon (mr)
Prude Plum (ms)
Angry Apple (mr)

See list of participants here

Use "Reactions" and select "Raise Hand" to request the floor:

Use "Interpretation" to select your language

Use "Chat" to talk to participants or just the moderator

Use "Share Screen" if you are presenting from a PowerPoint but only if you have informed the meeting organizer in advance

Enable or disable "Camera" here

Mute or unmute your "Microphone" here

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