

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

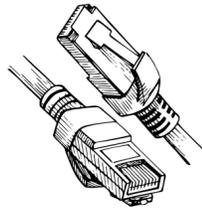
7. Speak clearly, and think about the interpreters, don't speak too fast

8. Enjoy your meeting!



INTERNET CONNECTIVITY

You need an internet connection!



Wired connection is recommended for more stability.



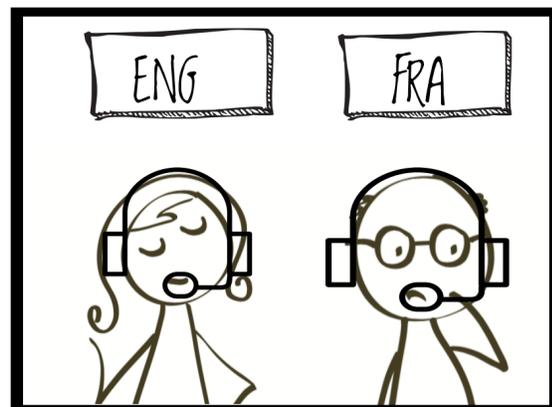
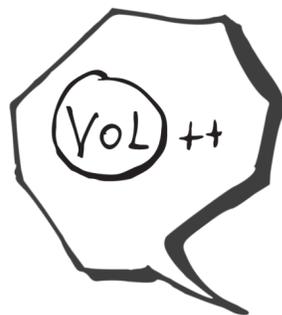
If you don't have a wired connection, make sure that your WIFI signal is strong enough.



AUDIO DEVICE



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



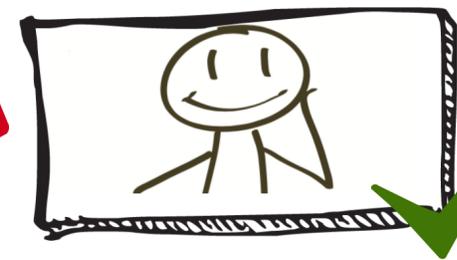
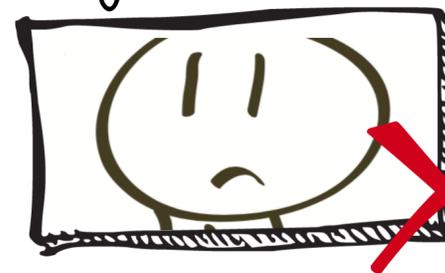
THE WEBCAM



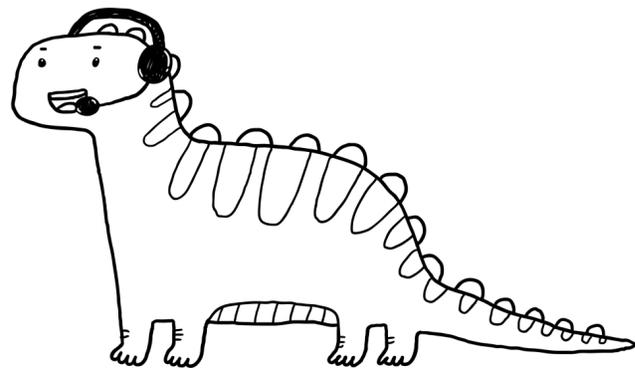
We want to see you!

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.



Check your SPAM!

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.

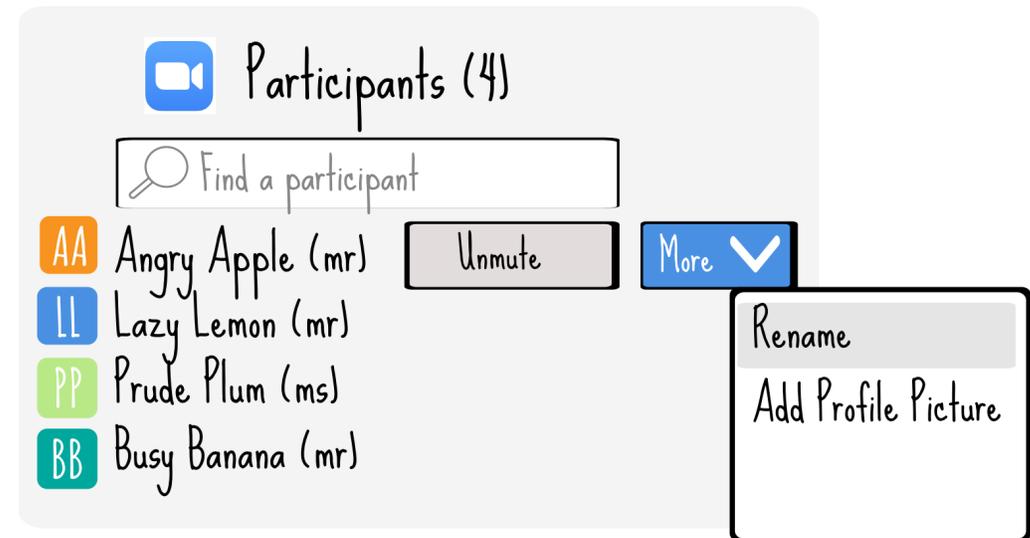
Test your audio by clicking on

Then you will enter the room and be asked to select your audio devices. Click on "Join with Computer Audio"

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

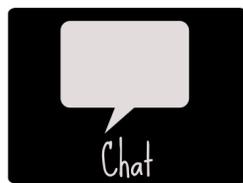


If you wish to speak, click on "reactions" and select the "raise hand"



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

CHAT



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

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

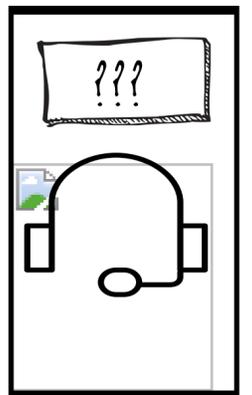


Summarize your thoughts before taking the floor



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.





See list of participants here



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



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



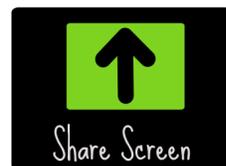
Use "Interpretation" to select your language



Enable or disable "Camera" here



Mute or unmute your "Microphone" here



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

