

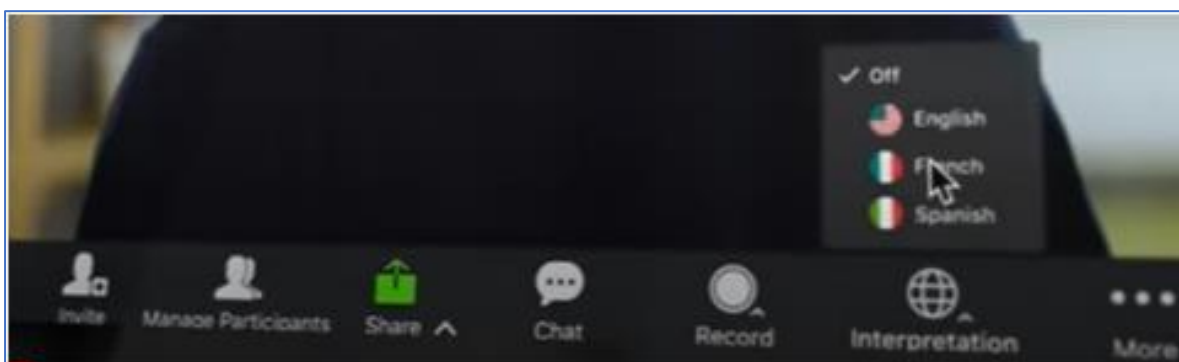
Zoom – March 2021 meetings


RECOMMENDATIONS FOR PARTICIPANTS

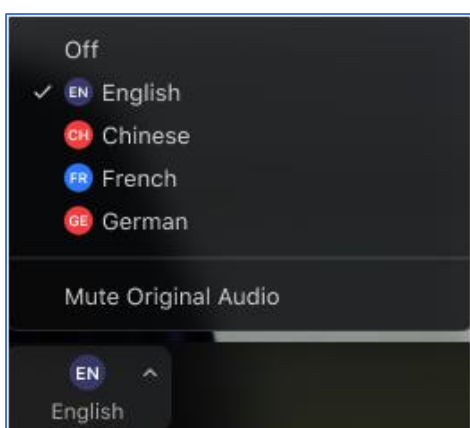
- Join the video conference by clicking in the provided ZOOM link 10-15 minutes in advance of the starting time. This will allow you to test your sound with other participants and enable a smooth start of the meeting.

How to choose the language channel:

Simultaneous remote interpretation services will be provided in the three working languages of the NWWAC (English, French and Spanish). Once you have joined the meeting you can select the language channel of choice from the bottom bar.



1. Click **Interpretation**  on the bottom bar.
2. Click the language that you would like to hear: **ES / FR / EN**



3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.

How to raise your hand in Zoom on a Mac or PC:

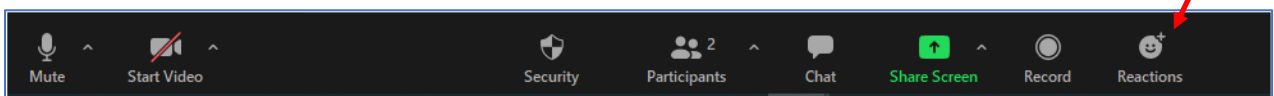
Raise Hand Option 1:

1. During a meeting, click on the icon labelled "**Participants**" at the bottom center of your computer.
2. At the bottom of the window, click the button labelled "**Raise Hand.**"

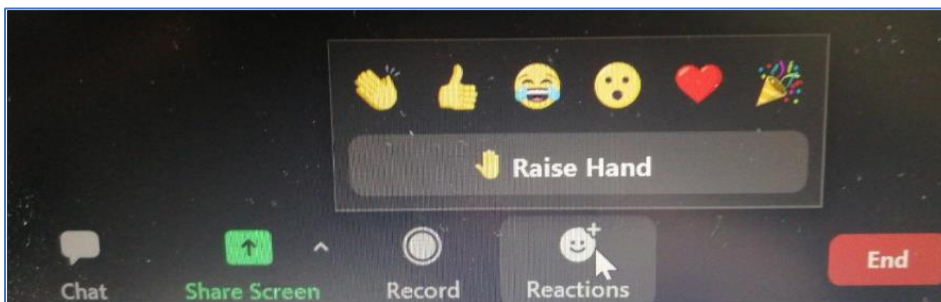


Raise Hand Option 2:

1. During a meeting, click on the icon labelled "**Reactions**" at the bottom of your computer.



2. Click the button labelled "**Raise Hand.**"



- Join the meeting from your **computer (not a tablet or phone)** with a **highspeed wired Internet connection** if available. If you are equipped with an Ethernet cable, please prefer a wired connection over a Wifi connection. An insufficient bandwidth could result in poor audio quality and cuts.
- **Always use headsets**, ideally with a USB connection and noise cancelling. If you do not have call-center type headsets, please use your smartphone earphones **with an integrated microphone** (preferably no airpods).
- **Refrain from speaking through your laptop microphone.** Doing so will likely lead to poor audio quality and increased background noise for everyone.
- Find a noise-free environment from where to speak.
- **Speak at a moderate pace** to allow proper understanding for other participants and interpreters.
- **Mute yourself when you are not speaking.** This will reduce the background noise.
- **Turn off video** if you are not speaking.

- **Use the raise hand to ask for the floor (only after a presentation is concluded, not during the presentation).** The meeting moderator will give you the word in the order the hands have been raised. In case it is not possible to address all the raise hand requests, you can send an email with your question/comment to the NWWAC Secretariat (info@nwwac.ie), who will in turn get in touch with the related speaker/addressee.
- **Use the chat box only if you urgently need to contact the NWWAC Secretariat,** to avoid distraction and confusion during the meeting.