



Agenda item 1

Meeting protocol



General

- Use the latest version of the Zoom app
 - Important for security, compatibility, and features
- Preferably use a headset with an integrated microphone
- Minimise the number of open applications on your device – preferably only Zoom
 - May interfere with your connection
- Turn off notifications on device
 - email, social media, updates, etc.



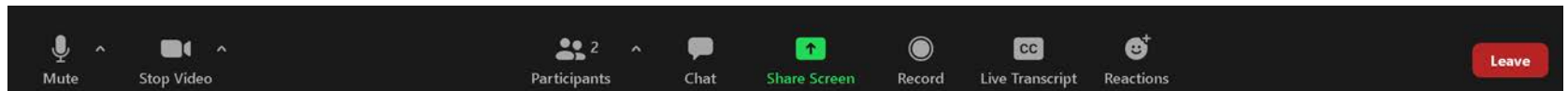
Recording

- The BIML will record the CIML meeting so minutes can be drafted
- By participating in the meeting, you consent to the recording



Toolbar

- You will see a toolbar at the bottom like this:



- The toolbar will auto-hide after a while. Move your mouse to get it back



Audio

- Turn off all sound notifications on your devices (including mobile phones) while you are speaking
- Ensure there is no background noise or echo
- Preferably use a headset with an integrated microphone
- Preferably connect your computer with an Ethernet cable rather than using Wi-Fi



Zoom screen name

- Please use the following formats:

Member States and Corresponding Members:

ISO COUNTRY CODE – Given_name FAMILY_NAME

DE – Vorname DEUTSCH

Organisations in liaison:

LIAISON INSTITUTION – Given_name FAMILY_NAME

IODNW – Robin SMITH



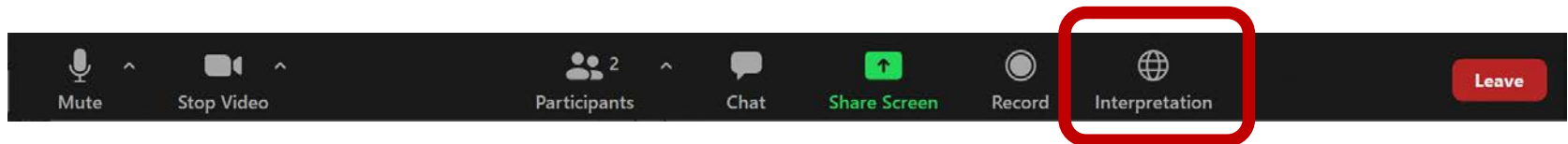
Zoom screen name

- The BIML may change your screen name to align with these formats
- This helps with keeping track of participants in the meetings
- If your name is changed by the BIML, please don't change it back!

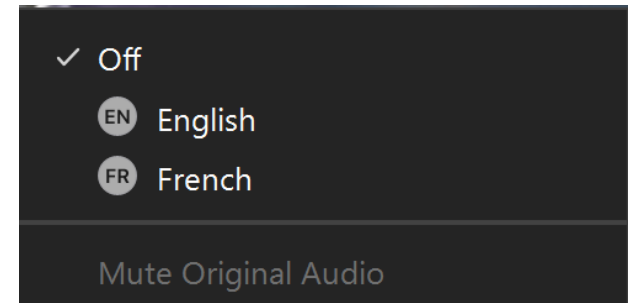


Meeting languages

- The meeting will be held in English and in French, with simultaneous interpretation
- To open the language options, click on the “Interpretation” icon on the toolbar:



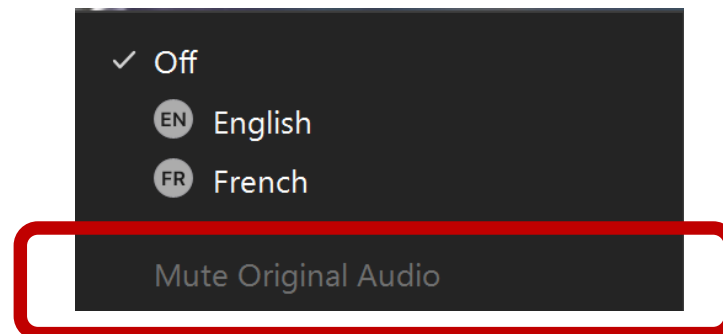
- You will see the available options:
- Select the language you want to listen to





Using interpretation

- If you select “Off”, you will hear the speaker directly, whichever language they are using
- If you select “English” or “French”, you will also hear the actual speaker in the background at 20 % of normal volume.
- You can turn this off by selecting “Mute Original Audio”.





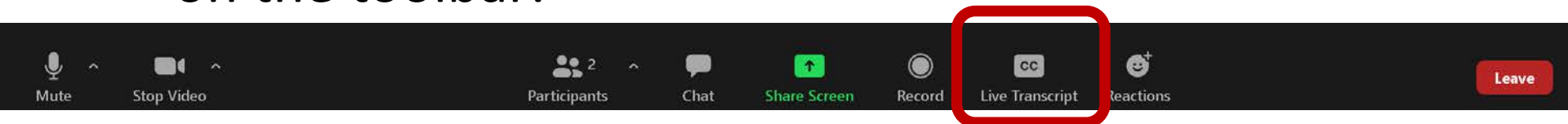
Using interpretation

- If you are using interpretation and you take the floor in a language other than the one you are listening to, you must first turn off the interpretation
- Turn it back on when you have finished



Live transcript

- You can also turn on a live transcript of the meeting
- Turn it on by clicking on the “Live transcript” icon on the toolbar:



- This function only works with English speech

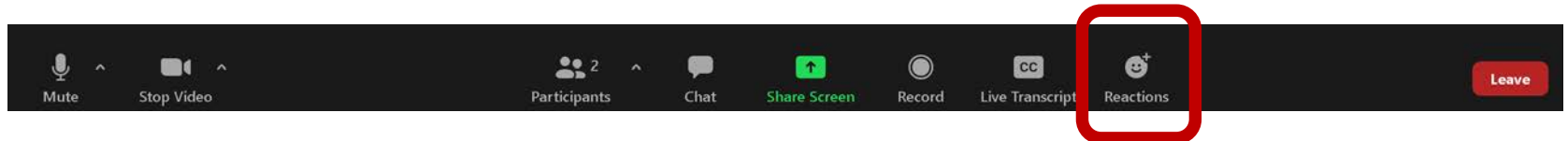
Please note:

- The quality of the transcript is highly dependent on accent and clarity of the speaker
- Warning! Names, uncommon and technical terms often get strangely transcribed!

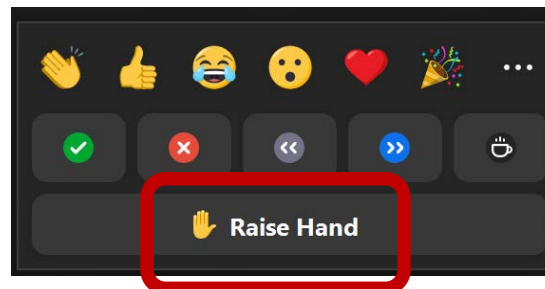


Requesting the floor

- If you want to speak, you must first request the floor
- You must use the “Raise hand” function in Zoom
- Click on “Reactions” on the toolbar



- In the popup menu that appears, click on “Raise hand”





Taking the floor

- When you first connect, your microphone will be muted
- The CIML President or Conference chairperson will allow participants to take the floor in the order in which they raised their hands
- Please turn on your video when you take the floor
- Don't forget to unmute your microphone before speaking
- Please state your name and country
- Once you have finished speaking, the BIML will mute your microphone



Breakout rooms

- A breakout room will be used for one part of the agenda to replicate the closed session held during an in-person meeting
- Heads of delegation will be moved into the breakout room by the BIML
- All other participants will remain in the main room
- Those in the breakout room will be moved back when the closed session is finished
- Recording will be stopped in the breakout room and in the main room
- Interpretation will not be available in the breakout room



Organisation Internationale de
Métrologie Légale
International Organization of
Legal Metrology



Any questions?