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”.

![Image of the menu options: Off, English, French, 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
Any questions?