This guide outlines the steps to be followed by the participants to join and participate in meetings of the UNICEF Executive Board. The guide includes information on the technical requirements; security features such as advance registration and the use of passwords; how participants should identify themselves in Zoom; and how they can request the floor.

**Technical recommendations**

- Desktop computer, laptop or tablet (plugged into an outlet, or with fully charged battery), equipped with a camera, microphone and reliable Wi-Fi connection
- Participants can also connect to the meeting using a mobile phone
- Zoom software
- A quiet location
- Information technology (IT) support (if needed)

**How to participate in the virtual meeting**

**Registering before the meeting**

1. Before the meeting the secretariat will share an email invitation that includes a Zoom link requesting you to register in advance of the meeting. An example is below:

   You are invited to a Zoom meeting.
   When: May 13, 2020 10:00 AM Eastern Time (US and Canada)

   Register in advance for this meeting:
   [https://unicef.zoom.us/meeting/register/ticide6oqDMpF9VWKiDwFAnrUB_iwaoQPO1vP](https://unicef.zoom.us/meeting/register/ticide6oqDMpF9VWKiDwFAnrUB_iwaoQPO1vP)

   After registering, you will receive a confirmation email containing information about joining the meeting.

   Join Zoom Meeting
   [https://unicef.zoom.us/j/9382706891](https://unicef.zoom.us/j/9382706891)

   Password: 385449
2. Clicking on the link under “Register in advance for this meeting” will bring you to the registration form, which includes fields that will help the hosts to identify participants.

Please note that you must use a unique email address for each participant registering. If you use one email address for multiple participants, only one registration will be saved.

![Meeting Registration Form]

3. After filling in the form and clicking “Register”, you will see that the meeting registration has been submitted to the host for approval.

![Meeting Registration Pending Approval]

4. Once approved by the host, you will receive a confirmation email with a personalized link to join the meeting. This link is unique for each registered participant and should not be shared.

The invitation to the Zoom meeting will also provide a dial-in option that can be used as a backup should participants be unable to connect to the meeting by computer.
Installing Zoom and joining a meeting

5. It is recommended that you install the Zoom application (app) in advance of the meeting. See: [Zoom video tutorial: How to join a meeting](#).

Participants are encouraged to connect to the meeting using the app to take advantage of the video conferencing capabilities. Participants can go into the system in advance of the meeting to familiarize themselves with Zoom.

6. Approximately fifteen minutes before the start of the meeting, participants will be able to click on the link from the confirmation email (or call in) to join the session.

In order to do so, click on the link “Click Here to Join” and then enter the password that was provided in the email. Participants are reminded that meeting passwords are confidential and should not be shared.

Staff from the secretariat will be available in advance of the meeting to help to troubleshoot any issues participants encounter.

7. If you do not have the application downloaded, a screen will appear, and you should choose the option to “download & run Zoom”. The download will begin, and you will need to open the downloaded file to install it on your computer.

If you have the application installed on your computer, you will have the option to open Zoom. Choose “Open Zoom”.

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Hi Dillon Leano,

Thank you for registering for "Joint Executive Boards briefing ".

Please submit any questions to:  [esunicof.org](#)

Date Time: May 13, 2020 10:00 AM Eastern Time (US and Canada)

Join from PC, Mac, Linux, IOS or Android: Click Here to Join
Password: 385449

Note: This link should not be shared with others; it is unique to you.

Add to Calendar Add to Google Calendar Add to Yahoo Calendar

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8. Once Zoom is installed, you will be asked to enter the Meeting ID that is listed in the email invitation.

9. You will then be given the option to “Join with Computer Audio” or “Test Speaker and Microphone”. Clicking on “Join with Computer Audio” will take you into the meeting.
During the meeting

10. You will enter the room with your microphone on mute. To avoid background distractions, you should always keep your microphone on mute unless you wish to speak, when it can be unmuted (see the icon at the lower left of the screen above).

11. Your video will also be turned off when you enter the room. To turn on the video of yourself, click on the “Start Video” icon on the bottom left of the screen.

12. If you have a weak Wi-Fi signal, please use only the audio feature and not video (see the icon at the lower left of the screen above).

13. Please rename yourself in the Participants list by adding your country or organization before your name. You can rename yourself by choosing the option when hovering over your name in the Participants list.

If you are a Permanent Representative, Deputy Permanent Representative or Chargé(e) d’Affaires please put PR, DPR or CDA after your name. For example,

Country – Name (PR, DPR or CDA)

All names of countries and organizations will appear in the Participants list after the hosts, in alphabetical order.

Taking the floor

14. When you wish to speak, you may click on the “Raise Hand” button (at the bottom of the participants window). A hand icon will appear next to your name in the Participants list to signal your request to the meeting host.
15. After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.

16. Please adhere to the time limits for statements, which are two minutes, if speaking in your national capacity, and four minutes when speaking on behalf of United Nations regional groups or for joint statements of more than two Member States.

17. When you are finished speaking, or if you no longer wish to speak, press the “Lower Hand” button (at the bottom of the participants window).

**Chat messages (option to be used only if a participant needs technical assistance)**

During the meeting, should you experience any technical difficulties in using the video/audio features, you may use the chat function to notify the secretariat. In order to avoid distractions and to make sure that your questions are noted, **please avoid using the chat to send questions/statements that are not related to requests for technical support.**

When the meeting has concluded, or when you no longer wish to participate, choose “Leave” (at the bottom right of the screen) to exit.