

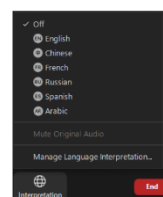
ARP Consultation on HRDD, Accountability, and Remedy

3-4 March 2022

TECHNICAL GUIDELINES FOR PARTICIPANTS

1. Connecting to the meeting

- **Link to join:** <https://zoom.us/j/91436913443?pwd=SEExQkc4bIJVU0FRT3gwU1htRW5qUT09>
 - If needed: Meeting ID: 914 3691 3443 | Passcode: 028185
 - Please ensure you have the latest version of the Zoom app on your computer.
 - If you do not have the app, [you can download it here under “Zoom Client for Meetings”](#).
 - If you have the app, you can check for updates by clicking on your initials in the top right and selecting “Check for Updates” in the dropdown menu.
 - Certain features (like interpretation) may not work if you access Zoom through your web browser instead of the app.
 - You may test your connection ahead of the event using [Zoom’s online self-test](#).
- **Naming convention: “Full name – Organization” (e.g., Ben Shea – OHCHR):** If necessary, rename yourself by hovering over your name in the “Participants” tab and select “Rename.”
- **Please choose the interpretation channel you will be listening to the meeting in** (note: we have interpretation in English, Spanish, and French only)
 - For interpretation to work when you are speaking, you must speak the language of the channel you are listening to.
 - Do not select “Mute Original Audio;” this will make it so you cannot hear parts of the meeting. The technicians will take care of this.



2. Participating in the meeting

- **There are two ways to actively participate during the event:**
 - **Chat box:** Feel free to discuss issues and ask questions in the chat box
 - **Requesting the floor:** To request the floor, please raise your hand in the Zoom application. When the chair of the session calls on you, you will be able to unmute yourself to make your intervention.

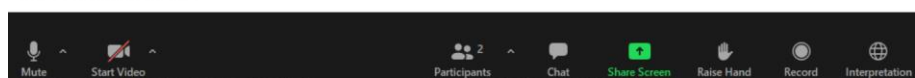
3. Considerations when speaking

- **You must use a headset with a microphone (e.g., phone earbuds):**
 - The interpreters will not interpret those who speak into a laptop or phone microphone.
 - Headsets prevent echo for the audience.
- **Please speak at a moderate pace:** It is difficult for the interpreters if you speak too fast.
- **Background noise / interference should be eliminated:**
 - Turn off computer sounds such as email alerts.
 - Make sure your phone is on silent.
 - Try to be in an indoor room, with doors and windows closed.
- **Keep your camera on:** Place yourself in the center of the camera, with a blank background and no distractions.
 - Avoid strong backlight, such as a window.

4. Considerations when not speaking

- **Please mute yourself whenever you are not speaking:** Make sure you are muted when joining the meeting.

Use the navigation bar



You can mute or unmute your microphone and video

You can see the list of participants

Text chat

To request the floor

To choose your preferred interpretation language