

Concluding event
**“Implementation of the Shared Environmental Information System
principles and practices in the ENI South region”**
ENI SEIS II South Support Mechanism
Monday, 21 September 2020, 12:30-15:30 (CET)

Technical guide

TECHNICAL REQUIREMENTS

Zoom

During the meeting we will use **Zoom**. Participants are welcome to join through the Zoom application, or directly through a web browser. There is no requirement to install Zoom software locally to participate in the call. If you are not familiar with the platform please read this page to learn more about Zoom, including how to use it through your browser. There are also a variety of helpful documents and basic tutorials available which provide an insight into the various functions.

Updating Zoom App

Please check that you have the latest version of the Zoom app. If already installed, you can check within the app for updates at Zoom/Check for Updates. Otherwise, you can download the app here: <https://zoom.us/download>

Stable internet connection

Please check that you have a stable and strong internet connection. A LAN cable is ideal. If you have other devices within your network, you may wish to turn them off, or put them into flight mode.

JOINING THE MEETING

Pre-Registration and access to the conference

Please, pre-register your attendance by clicking on this link:

<https://zoom.us/meeting/register/tJUrde2pqzwwGNKM2oteY1NE2DpovrcMxwt8>

You will have to fill in a registration form and once completed, you will receive a confirmation email with the link to the conference and the chance to add the event to your calendar.

Access the meeting

On Monday 21st September, between 11:30-12:30, please join the meeting using the details provided in the confirmation email of your registration or, if you upload the meeting confirmation to your calendar, retrieve the link directly on your calendar.

You can join the meeting by using Zoom App if installed on your PC or via a browser. To join the meeting please, click on the link received after your registration.

- **Joining via the browser:** join the meeting via your browser by clicking on the link provided. The link will direct you straight to the event.
- **Joining via the Zoom app:** if joining via the app you will be asked to type in the meeting ID and password provided in the email confirmation.



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Our Zoom Client app is updated to the latest version and therefore meets the current security standards of the provider.

Identity

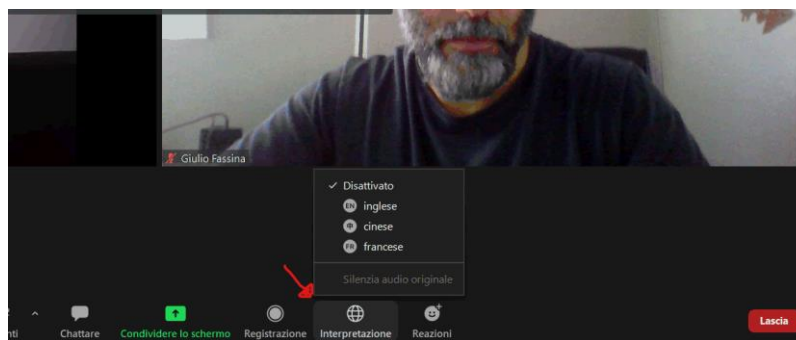
We will use the Waiting Room feature to identify participants before allowing them to join the call. Thus, when entering, please name yourself as “Name-Surname (Country or organisation)”.

Simultaneous interpretation

During the meeting a simultaneous interpretation will be available in English, French, Arabic. Once you will access the call you will have the possibility to select the preferred language English, French or Arabic.

Note: when joining via browser, due to some technical limitation of Zoom, “Arabic” will appears in the list of languages with the label “Chinese”.

When joining via Zoom App (installed on the Personal Computer/Laptop), the 3 languages will be displayed normally as English, French and Arabic as shown below:



Connecting to audio and video

For audio and video, you can either use the built-in options on your laptop or connect an external microphone and camera. In that latter case, please make sure that those devices are properly connected and recognised by Zoom. If you only have one audio port, this works out for input and output. If you have two audio ports on your computer, choose the input or mic port.

VIRTUAL MEETING ETIQUETTE

Although it can be tempting to multi-task when you're not speaking, there's a good chance you'll miss key information. We ask all participants to contribute to a successful meeting by following a few virtual meeting best practices:

Limit meeting distractions

Please do your best to keep background noise to a minimum during the meeting: always mute yourself when you are not speaking; if possible join from a small and quiet room to reduce echoes and



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disruption; and turn off sound notifications from other programmes – for example by setting Skype to ‘do not disturb’.

Put your phone away and close your emails

Please stay present. Avoid checking emails and using your mobile phone during the sessions.

Using your camera

When using your webcam, make sure that you are not sitting too close or too far away from it. If you are using an external camera we suggest placing it at eye level. To ensure the quality of the image avoid light sources placed behind you. Finally, you could choose to activate a virtual background in the Zoom preferences.

Speak loudly and clearly

When speaking, please make sure you enunciate and speak loudly enough for everyone to hear. We highly advise all participants to use a headphones or an external microphone, if possible.

TECHNICAL SUPPORT DURING THE EVENT

Mr. De Rose, will be available to provide technical support during the meeting. If you experience any technical difficulties, or have an IT related query, please send Mr. De Rose an email to g.derose@tecnoconference.it.



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