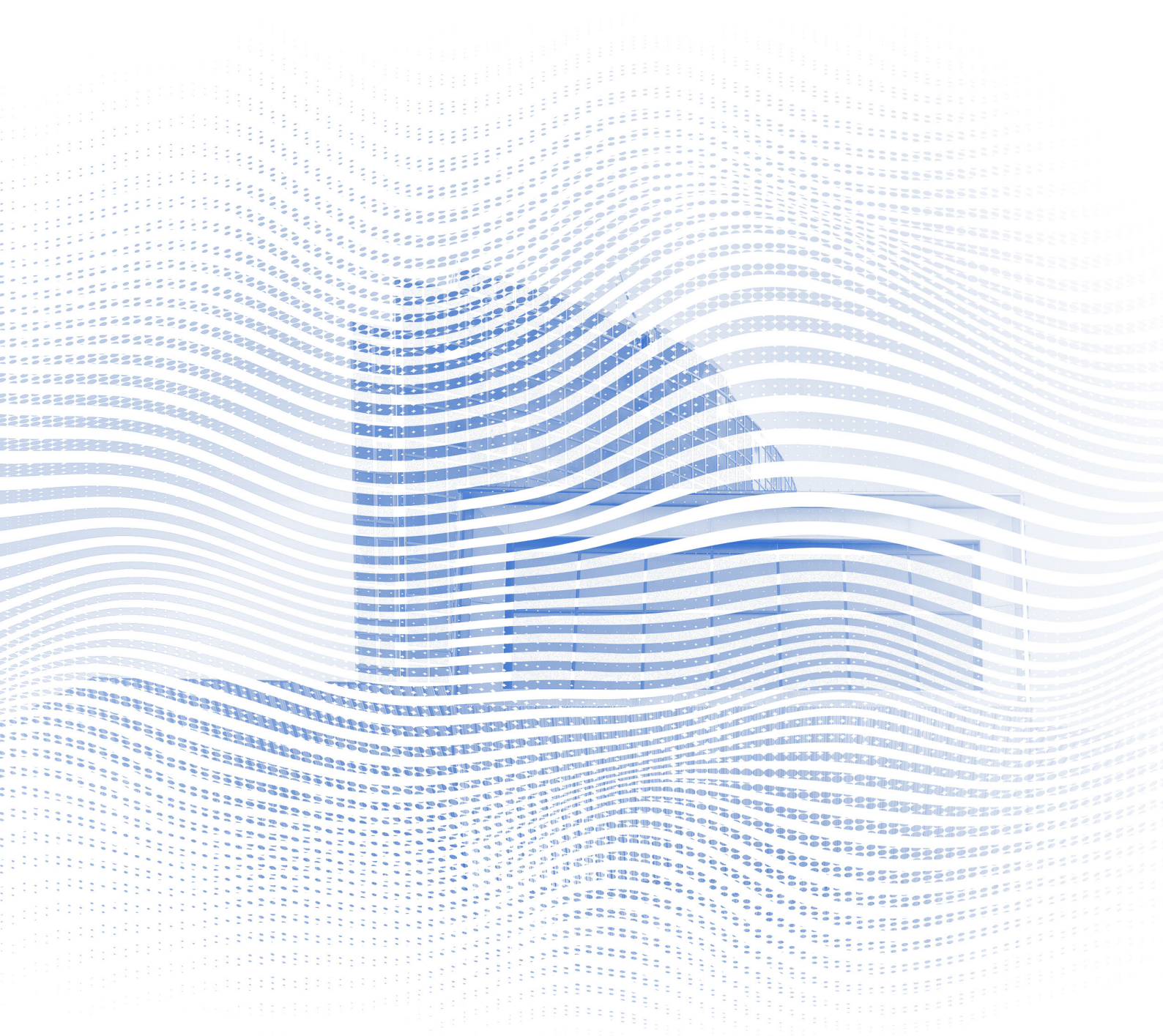# Zoom user-guide for WIPO delegates

WIPO
WORLD
INTELLECTUAL PROPERTY
ORGANIZATION

Before you begin

Internet connection: Recommended bandwidth of 4mbps up/down or higher. Ethernet connection is preferred.

Headset with microphone, and webcam: The use of a headset facilitates the work of the interpreters. Plug in your headset before starting.

Optimal conditions: Choose a quiet environment without background noise, with good lighting.

Device: Use a desktop or laptop and launch the meeting via the zoom application. If necessary because of internet issues in certain locations, or program installation restrictions, additional assistance may be requested to connect from a mobile device or from browser.

Download zoom desktop version: https://zoom.us/DOWNLOAD

Join a meeting

1. Click on the Access link in the joining instructions email you received from WIPO.

WAYS TO JOIN ZOOM

Join from PC, Mac, iPad, or Android

Join Meeting

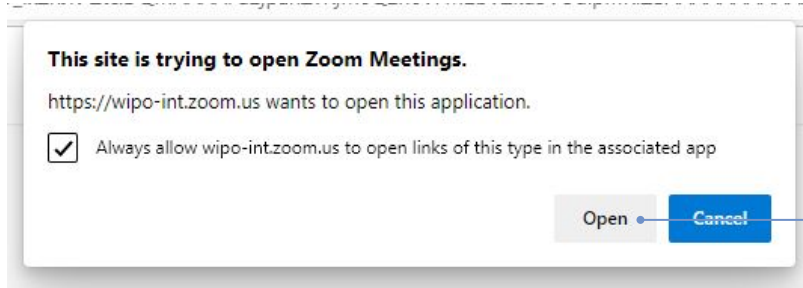If the button above does not work, paste this into your browser:

Please read carefully the joining instructions inside the email.

Note: The email used to register will be used to receive the zoom invitation. It is important that the email used is unique. Please contact the secretariat if you have used a generic email address to register.
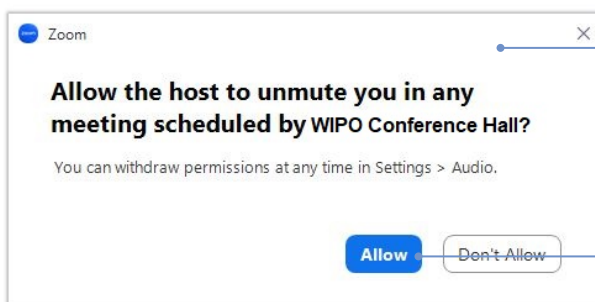
2. Click "Join Meeting".

Your default browser should open with a pop message:

Please make sure you have **installed the Zoom Application** prior to this step, or else you will only be able to join via browser.

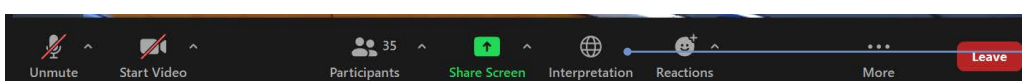**This site is trying to open Zoom Meetings.**

https://wipo-int.zoom.us wants to open this application.

☑ Always allow wipo-int.zoom.us to open links of this type in the associated app

Open   Cancel

3. Click "Open"

Zoom   ×

Allow the host to unmute you in any meeting scheduled by WIPO Conference Hall?

You can withdraw permissions at any time in Settings > Audio.

Allow   Don't Allow

The zoom application will start on your computer. You will then see the following pop up message.

4. Click "Allow"

Join Audio   ×

Join with Computer Audio

Test Speaker and Microphone

☐ Automatically join audio by computer when joining a meeting

5. Click "Join with Computer Audio"

Unmute | Start Video | Participants 35 | Share Screen | Interpretation | Reactions | More | Leave

6. To listen to interpretation click "Interpretation" and selected the desired language.
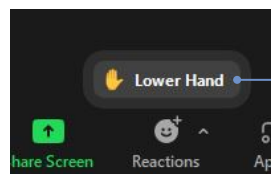
Request the floor

All participants' microphones are controlled by a central microphone operator. Your microphone will be automatically muted when you join the meeting.

The Chair of the Committee will invite delegates to request the floor in the usual order: (i) Group coordinators (ii) Member State delegations (iii) Observer organizations.
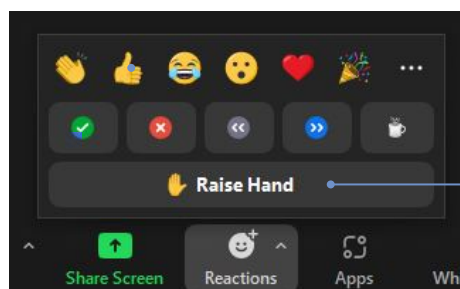
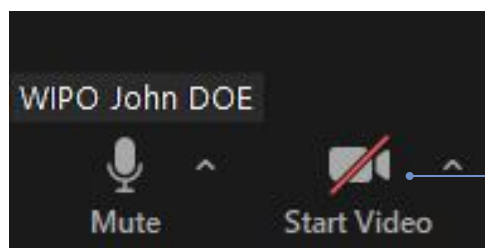1. To request the floor, click on "Reactions", and then "Raise Hand".

2. This message indicates you are currently requesting.

3. A hand raise icon will be displayed next to your name in the list of participants.

When the Chair of the Committee announces your delegation name to give you the floor, the microphone operator unmutes your microphone.

4. Before starting to speak, remember to always click "Start video". Seeing your lip movements is essential to interpret your speech.

Chat (chat to everyone)

In a formal WIPO Committee meeting, the "chat to everyone" function should not be used in place of an oral intervention, or for general comments or questions.

The "chat to everyone" should be used only for the following:

- By the **Chair or Secretary** for communications to all participants if needed for technical or practical reasons;
- By **interpreters** to signal a difficulty with sound quality;
- By the **microphone operator** to signal a technical problem to all participants;
- By **delegates** only to raise a POINT OF ORDER.

Type your message in this text box and click the send icon.

Overview of function buttons

Participant's display name

Select another microphone source

Always "Start Video" when given the floor

Display the chat on the right side of your screen
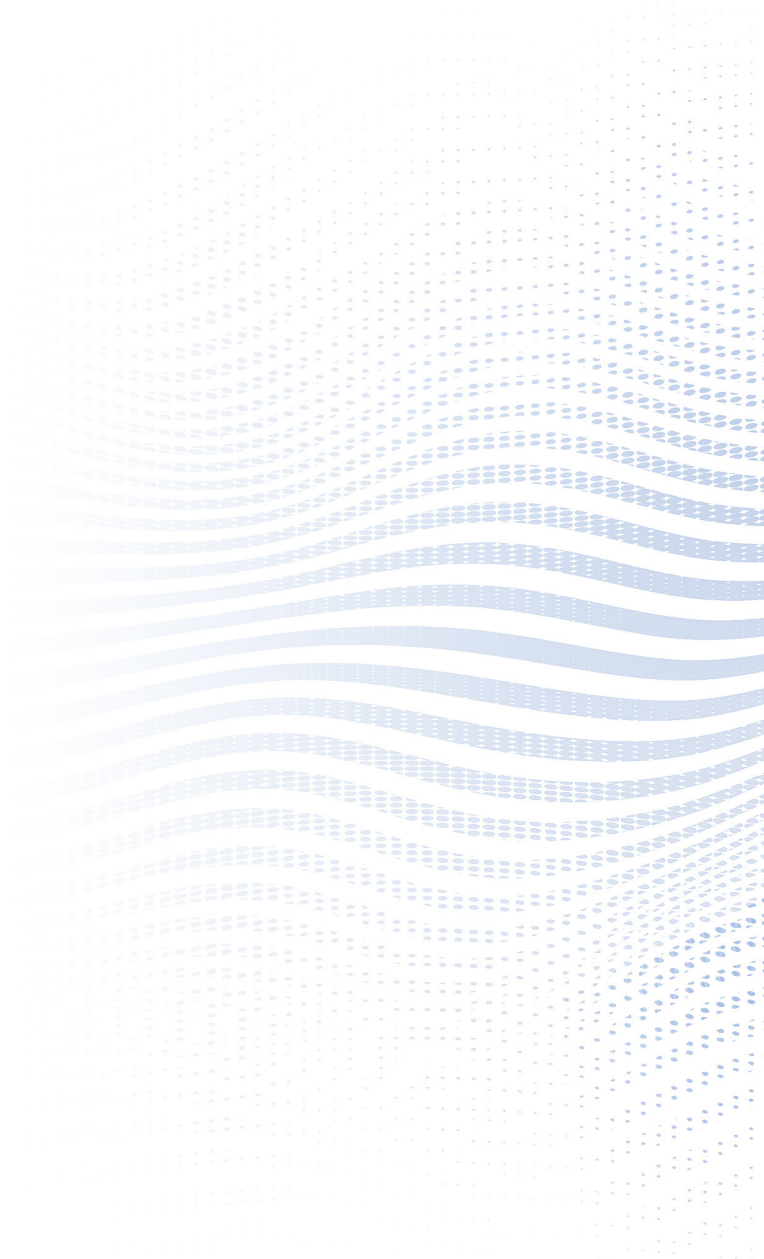
Select interpretation language

Raise hand to request the floor

If interpretation or Reactions are not visible, you will find them under "More".

Logout of the session

Trouble-shooting

If you can't connect to the platform, please send an email to e-meetings@wipo.int and describe your problem.

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For contact details of WIPO's
External Offices visit:
www.wipo.int/about-wipo/en/offices