



MEETING INSTRUCTIONS


AHEAD OF THE MEETING

- Participants are encouraged to join the meeting via the Zoom Desktop App, which can be downloaded in advance of the meeting. It is available at following link: <https://zoom.us/signup>.
- Please ensure that you are using the latest version of Zoom.
- Meeting documentation (incl. the agenda) is available on the dedicated [e-APP Forum page](#) of the HCCH website.
- If possible, use a cable / ethernet connection.

DURING THE MEETING

- Please join the meeting at least 10 minutes before the start of each session, so that any technical issues can be resolved.
- When connecting to the meeting, please register your name as “COUNTRY/ORGANISATION – Name” (e.g., NETHERLANDS – Tobias Asser). To edit your name after joining the meeting, right-click your name and select “Rename” or click on , select “More” and then “Rename”.
- Participants will be muted during the meeting.
- If you would like to ask a question, please use the “Q&A” function. Click on , type your question into the box, and click “Send”. The moderator will read out your question.

INTERPRETATION

- Simultaneous interpretation is being provided in English, French, and Spanish. If interpretation is off, you will hear the language being spoken in the meeting. To change language, click on  and select the relevant channel.
- To hear the interpreted language only, click “Mute Original Audio”. If you choose “Unmute”, you will hear the interpretation at 80% and the original speaker at 20%.

IF YOU ENCOUNTER ANY PROBLEMS DURING THE MEETING

- If you encounter any problems, please use the chat function in Zoom to contact the Permanent Bureau.