

UNICEF Office of the Secretary of the Executive Board

PARTICIPANT'S GUIDE TO VIRTUAL MEETINGS

(30 April 2024)

This guide outlines the steps to be followed by participants to join and participate in the virtual meetings of the UNICEF Executive Board.

It includes information on the technical requirements of the Zoom platform; security features (such as registration and the use of passwords); how participants should identify themselves; and how they can request the floor.

Important notice:

- The pre-session of the 2024 annual session will be held on **28 May 2024 (10-11 a.m.)** in CR-11, GA and on the Zoom platform. The pre-session will use the **United Nations Department for General Assembly and Conference Management (DGACM) Zoom license**, which is different from the UNICEF Zoom license. In accordance with guidance from the DGACM, **all participants must have their own Zoom account** and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website, and sign up for a free one here: <https://explore.zoom.us/docs/en-us/freesignup.html>. Guidance begins on [page 3](#) of this document.
- The informal briefings on **22 May (10 a.m. to 1 p.m.)**, **23 May 2024 (10 a.m. to 1 p.m.)** and **28 May (11 a.m. to 1 p.m.)** are being organized and hosted using a **UNICEF Zoom license**. Participants are therefore **required to register in advance** to join the meeting. Guidance begins on [page 8](#) of this document.

Contents

Dates of virtual meetings	2
United Nations-DGACM Zoom license participant's guide	3
UNICEF Zoom license participant's guide	8

Dates of virtual meetings

[See full calendar on the Executive Board website](#)

Date (Time)	Title	Zoom license
22 May 2024 (10:00-13:00)	Informal briefing on: <ul style="list-style-type: none"> (a) Private Fundraising and Partnerships: financial report for the year ended 31 December 2023 (b) Update on implementation efforts on the repositioning of the United Nations development system (c) Update on organizational culture and diversity (d) UNICEF evolved enterprise risk management framework 	UNICEF Zoom meeting Participant's guide on page 8
23 May 2024 (10:00-13:00)	Informal briefing on: <ul style="list-style-type: none"> (a) UNICEF Office of Internal Audit and Investigations 2023 annual report to the Executive Board, and management response (b) Report of the Ethics Office of UNICEF for 2023, and management response (c) Annual report for 2023 on the evaluation function in UNICEF, and management response 	UNICEF Zoom meeting Participant's guide on page 8
28 May 2024 (10:00-11:00) CR-11-GA and virtual room	Pre-session of the annual session of the Executive Board 2024	United Nations-DGACM zoom meeting Participant's guide on page 3
28 May 2024 (11:00-13:00)	Informal briefing on: <ul style="list-style-type: none"> (a) Report on the midterm review of the UNICEF Strategic Plan, 2022–2025 and annual report for 2023 of the Executive Director of UNICEF (b) Report on the midterm review of the UNICEF integrated budget, 2022–2025 	UNICEF Zoom meeting Participant's guide on page 8

United Nations-DGACM Zoom license participant's guide

Pre-session of the 2024 annual session - 28 May 2024 (10-11 a.m.)

Some of the information under “technical recommendations” has been updated to reflect best-practice guidance from the United Nations Department for General Assembly and Conference Management (DGACM) on such issues as the use of equipment and connectivity to facilitate the work of the interpreters, who will be operating in the digital setting.

Important notice: These meetings will use the United Nations-DGACM Zoom license, which is different from UNICEF Zoom license. In accordance with guidance from DGACM, **all participants must have their own Zoom account** and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website and sign up for one (it is free).

<https://explore.zoom.us/docs/en-us/freesignup.html>

Technical recommendations

- **Desktop computer or laptop** (plugged into an outlet, or with a fully charged battery), equipped with a *camera, headset or speaker, and microphone*.
- Participants **are not advised** to use *tablets* or *mobile phones* to connect to the meeting.
- **Updated Zoom software installed on your computer** (joining from a browser is not supported).
- If you do connect by phone using the “dial-in” or “call me” audio features, you will not be able to access language interpretation.
- Information technology (IT) support (if needed).
- **A strong and stable Internet connection.**
- **A quiet location.**
- To minimize echo, delegates should **avoid speaking from a large empty room/space.**

How to participate in the virtual meeting

Installing Zoom and joining a meeting

As mentioned above, in accordance with guidance from DGACM, all participants must create their own Zoom account and log in using their own credentials. If you do not have a Zoom account login, please go to the Zoom website and sign up for one (it is free).

<https://explore.zoom.us/docs/en-us/freesignup.html>

Kindly note that to enter the Zoom meeting, you must install and use the Zoom application from your computer. Please ensure that you are using the most up-to-date version of the Zoom software. **Joining from a browser is not supported.**

See: [Upgrading Zoom to the latest version](#)

See: [Zoom video tutorial: Joining a Zoom meeting.](#)

Approximately fifteen (15) minutes before the start of the meeting, participants will be able to click on the shared link to join the session.

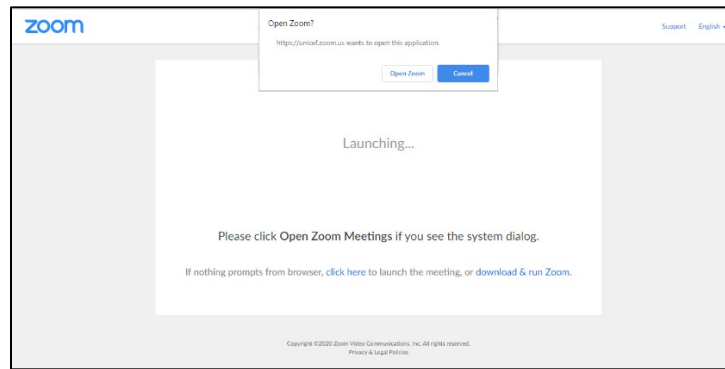
Please click on the meeting link and manually enter the password when prompted. Do not copy and paste the password. Seven (07) failed attempts to login Zoom will lock you out for 30 minutes. After that time, you will be able to login again.

If you encounter a problem with entering the Zoom meeting, send an email to unvc@un.org with reference to Zoom along with your phone number and a BCSS technician will contact you to help or call at +1 212 963 8649.

Kindly note that staff from the UNICEF secretariat will also be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

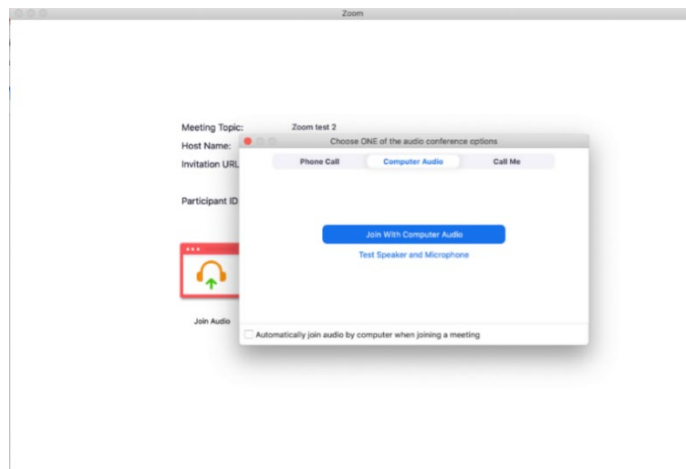
You must have Zoom installed on your computer or laptop. The meeting cannot be accessed through a browser. If you do not have the application downloaded, a screen will appear, and you should choose the option to “download & run Zoom”. The download will begin, and you will need to open the downloaded file to install it on your computer.

If Zoom is already installed, you will have the option to open Zoom. Choose “Open Zoom”.



You will be asked to enter the meeting password that is listed in the email confirmation.

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



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**, at which point it can be unmuted (*see the icon at the lower left of the screen above*).

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

If you have a weak/unstable Internet / Wi-Fi signal, please use only the audio feature and do not use video (*see the “Stop Video” icon at the lower left of the screen above*).

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 d’affaires, please put PR, DPR or CDA after your country. For example,

Country–PR, DPR or CDA–Name

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

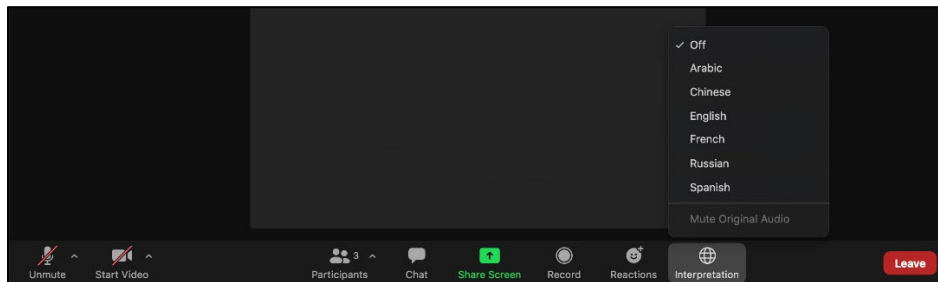
If a participant cannot be identified by the secretariat, he/she may be put in a waiting room until they are identified and renamed.

Interpretation

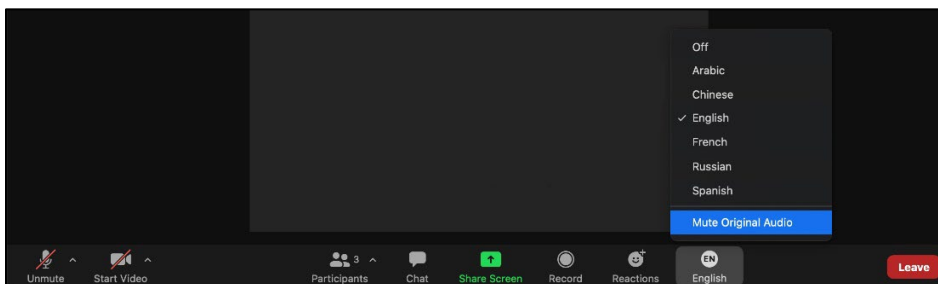
Interpretation for the pre-session will be provided by DGACM. Participants may speak in any of the six official languages (Arabic, Chinese, English, French, Russian and Spanish). Their words will be simultaneously rendered into the other five languages by the conference interpreters.

To ensure higher quality interpretation, participants are kindly requested to use a headset and to speak slowly and clearly. The United Nations recommends a moderate speaking pace of no more than 100 to 120 words per minute.

To change the audio to a different language, click on the “Interpretation” button in the lower menu and choose a language.



By default, the original language will play at a lower volume in the background. Once a language is chosen you will have the option to “Mute Original Audio” which will turn off the audio of the original language.



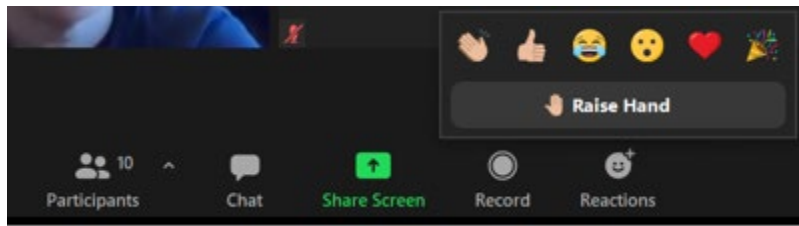
You must join the meeting audio through the Zoom application. You cannot listen to language interpretation if you use the “dial-in” or “call me” phone audio features.

As a participant joining a language channel, you can broadcast back into the main audio channel if you unmute your audio and speak.

For further information on accessing interpretation on a desktop, laptop, tablet or mobile device see: [How to listen to language interpretation.](#)

Taking the floor

When you wish to speak, you may click on the “Raise Hand” button (in the “Reactions” menu at the bottom of the window). A hand icon will appear next to your name in the Participants list to signal your request to the meeting host.

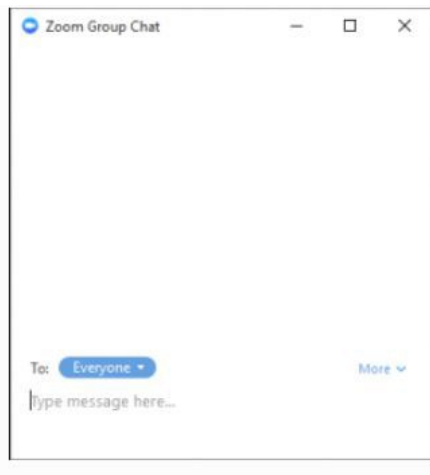


After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.

When you are finished speaking, or if you no longer wish to speak, press the “Lower Hand” button in the “Reactions” menu.

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.

UNICEF Zoom license participant's guide

Informal briefings, 22 May (10 a.m. – 1 p.m.), 23 May (10 a.m. – 1 p.m.) and
28 May 2024 (11 a.m.-1 p.m.)

Technical recommendations

- **Desktop computer or laptop** (plugged into an outlet, or with a fully charged battery), equipped with a *camera, headset or speaker, and microphone*.
- Participants **are not advised** to use *tablets* or *mobile phones* to connect to the meeting.
- **Updated Zoom software installed on your computer** (joining from a browser is not supported).
- Information technology (IT) support (if needed).
- **A strong and stable Internet connection.**
- **A quiet location.**
- To minimize echo, delegates should **avoid speaking from a large empty room/space.**


How to participate in the virtual meeting

Registering before the meeting

Before the meeting, the secretariat will share an invitation via email that includes a Zoom link requesting that you register in advance of the meeting.

Clicking on the registration link will take you to the registration form, which includes fields for information that will help the meeting hosts to identify participants.

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


Meeting Registration

Topic Zoom test for pre-registration

Time Apr 29, 2020 03:45 PM in Eastern Time (US and Canada)


First Name* Last Name*

Email Address* Confirm Email Address*

Phone Organization

Job Title

* Required information

I'm not a robot 

Register

After filling in the form and clicking “Register”, you will be informed that the meeting registration has been successful.



You have successfully registered

Please check the confirmation email sent to

Topic	Informal Briefing 8/22 AM
Date & Time	Selected Sessions: Aug 22, 2023 11:00 AM
Description	Informal briefing on (a) UNICEF Strategic Plan: updated financial estimates, 2023–2026 (b) Revised evaluation policy of UNICEF

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

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

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

Approximately fifteen (15) 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.

To join, click on the link “Join Meeting” or enter the Meeting ID and password that was provided in the email. Participants are reminded that meeting passwords are confidential and should not be shared.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

[Join Meeting](#)

If the button above does not work, paste this into your browser:
<https://unicef.zoom.us/j/95931956458?tk=5I5tpCr5dbXw-RjuGNwprkLDdlfMd2Hfw-Bia5hQIBU.DQMAAAWVf186hZOZkhDOGHZNIRONnNidmxVN05idk5BAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA>

To keep this meeting secure, do not share this link publicly.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

2. Join via audio

One tap mobile: US: +16465588656,95931956458#,,,,*617608# or
+13017158592,,95931956458#,,,,*617608#

Or dial: For higher quality, dial a number based on your current location.
US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Meeting ID: 959 3195 6458

Passcode: 617608

[International numbers](#)

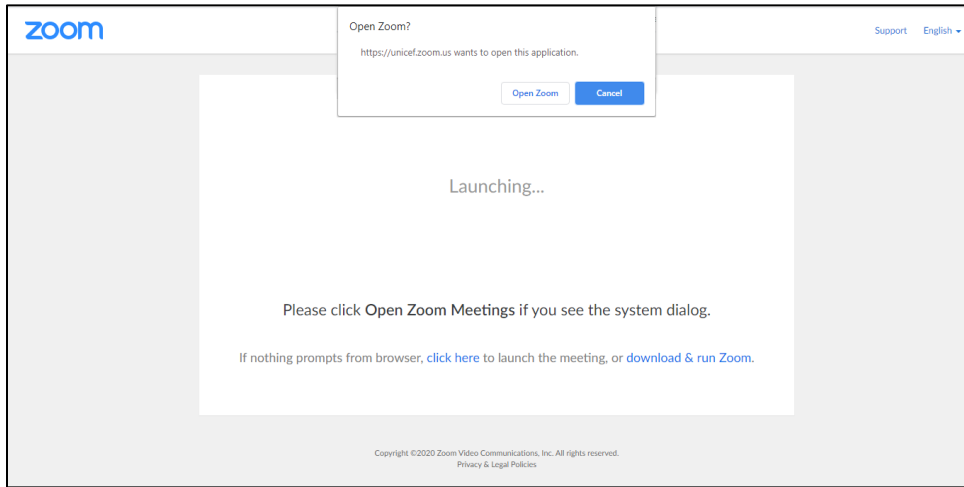
For easy reference you may click on “Add to Calendar” to add an entry to your own calendar.

Kindly note that staff from the UNICEF secretariat will be available in advance of the meeting to help to troubleshoot any issues participants may encounter.

You must have Zoom installed on your computer or laptop. The meeting cannot be accessed through the browser. If you do not have the application downloaded, a screen will appear, and

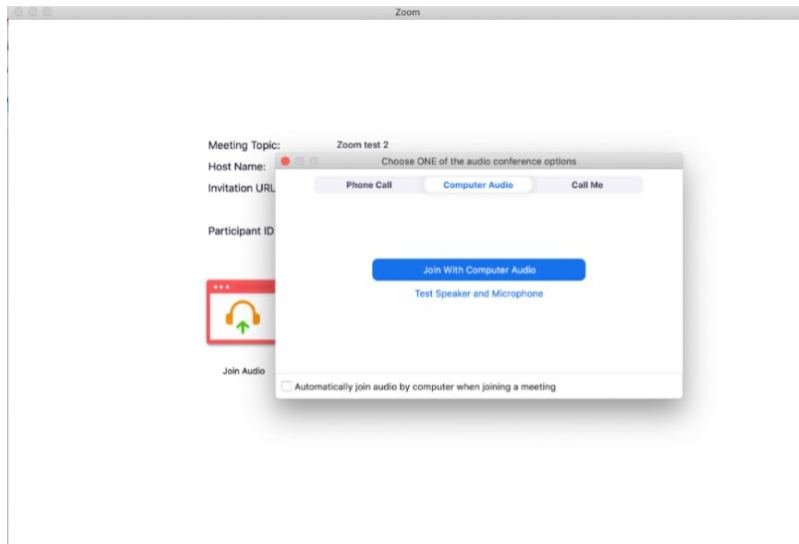
you should choose the option to “download & run Zoom”. The download will begin, and you will need to open the downloaded file to install it on your computer.

If Zoom is already installed, you will have the option to open Zoom. Choose “Open Zoom”.



You will be asked to enter the meeting password that is listed in the email confirmation.

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



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**, at which point it can be unmuted (*see the icon at the lower left of the screen above*).

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

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

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 d’affaires, please put PR, DPR or CDA after your country. For example,

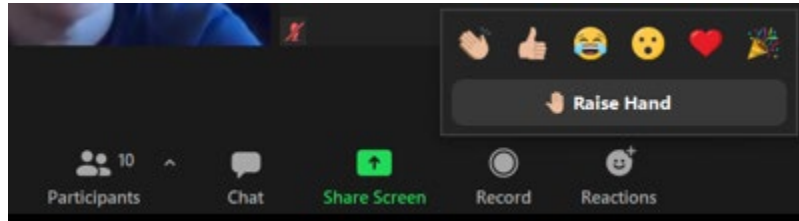
Country– PR, DPR or CDA–Name

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

If a participant cannot be identified by the secretariat, he/she may be put in a waiting room until they are identified and renamed.

Taking the floor

When you wish to speak, you may click on the “Raise Hand” button (in the “Reactions” menu at the bottom of the window). A hand icon will appear next to your name in the Participants list to signal your request to the meeting host.

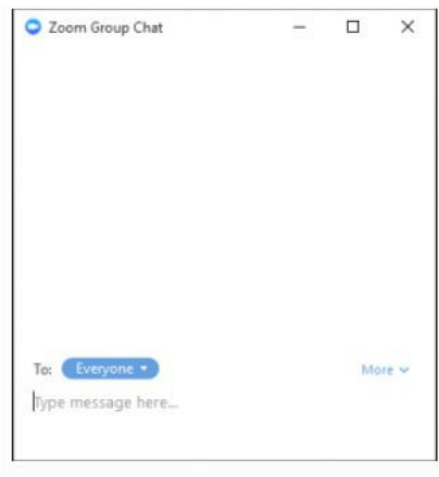


After you are called upon by the Chair, unmute the microphone before beginning to speak. When taking the floor, please first state your name and delegation.

When you are finished speaking, or if you no longer wish to speak, press the “Lower Hand” button in the “Reactions” menu.

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.