

## Zoom Virtual Meeting- Guide

The invitation is sent by the host usually the section/unit within the RO who schedules the meeting. Also, a guide to join the Zoom meeting is attached for participants.

There are 3 ways to join a Zoom meeting:

- Through a link via an email invitation (participants will receive an email invitation or calendar invite from the meeting host);
- From the Zoom website or app;
- Or via telephone dial-in (might be restricted for some meetings).

Specific security considerations are detailed in the [Framework for Zoom meetings](#) (required authentication, local recording only, password provided separately, document sharing restriction, etc.) Zoom Features activated varies from meeting to meeting. Please refer to the guidelines and resources consolidated by VEM on its SharePoint page:

<https://intranet.icao.int/adb/CSG/CS/AdministrativeInstructions/Forms/AllItems.aspx>

- [Framework for Zoom meetings](#)
- [Virtual Events and Remote Participation Guidelines and Best Practices](#)
- [Special Guidelines for Speaking in Virtual Meetings with Interpretation](#)

# Virtual Meetings Instructions

In order to have a smooth meeting



Participants should join teleconference session 10 to 15 minutes prior to the meeting

1



For teleconference facility test with ICAOESAF, Please send an email to [wowuor@icao.int](mailto:wowuor@icao.int) 3 days prior the meeting date

2



When joining the teleconference, please enter your name followed by State/organization such as "Wycliffe- ICAO ESAF"

3



Ensure microphone is mute while not talking

4



Please use "Raise hand" if you wish address question or comment

5



Chatting is available with everyone or privately

6



Unmute your microphone only when invited to speak

7



Please note that all ICAO ESAF teleconferences are recorded

8



Please be prepared for a group photo

9



Switch off Camera if Quality of Internet is not good

10



Participants should confirm participation by replying to the invitation Email

11



Only invited Emails are allowed to join, it is a must to sign into Zoom with that email

12



ICAO ESAF



3 Rename

Participants (7)

MH	Mohamed Hamed (Me)	Unmute	More >	Rename
AA	Ahmed Abdou			Edit Profile Picture
HE	Hend Elshorbagy			
KE	Karim Elshorbagy			
	Michael Smith			

Raise Hand

yes no go slower go faster more

Invite Unmute Me ...

Mute\Unmute Video On\Off

4

10

Raise Hand

5

6 Chat (Everyone\Private)

Unmute Start Video Invite Participants Share Screen Chat Record Leave Meeting