ZOOM INSTRUCTIONS FOR ATTENDEES
THE ICAO VIRTUAL ATTENDEE PLATFORM IS AVAILABLE IN ENGLISH ONLY

To participate in the event it is required to have a Zoom account. In order to have optimal functionality of all the features you must ensure that your Zoom account is updated to the most current version.

The following information will help familiarize you with the Zoom features and etiquette that are utilized for the duration of the HLCC 2021 Conference.

Renaming Zoom Screen Display Name
Prior to joining a session and in order to facilitate verification and check-in procedures, please ensure to **rename your Zoom username** in your Zoom setting with the following format:
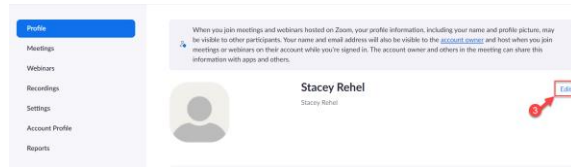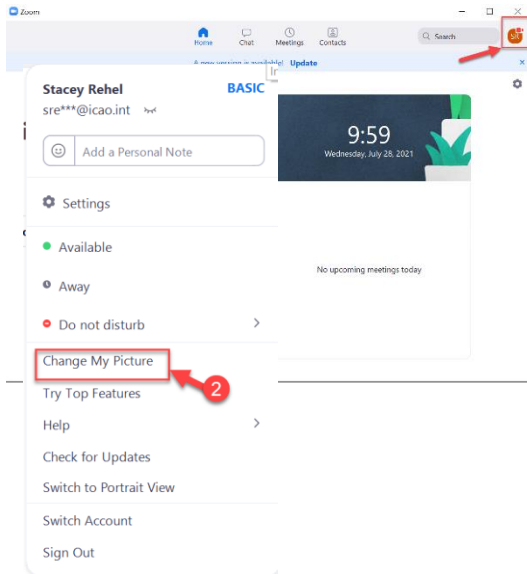
- **State ISO Code/International Organization Acronym – Role – First name Last name**
  (Please enter only the State ISO Code and/or acronym of the organization)

This instruction needs to be strictly followed to ensure the timely and proper identification of participants, in Zoom, and for the Chairperson to manage the interventions among the participants.
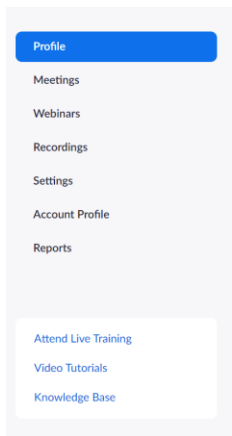
Role abbreviations are as follows for State: Chief Delegate (CD), Alternate Chief Delegate (ACD), Delegate (D), Adviser (A), and for International Organization: Chief Observer (CO) and Observer (O).

Please note that in the Facilitation and Safety streams, the Chair will only give the floor to CD, ACD, or CO unless advised otherwise.

To change your display name, go to your personal Zoom account home page, click on your **initials** and select **change my picture**, click **edit**, and enter your name with the following format **(State ISO Code/International Organization Acronym – Role – First name Last name)** in the **display name** box. Click Save.

Here are examples to follow:

Joining a Session

On the day of the event, access the ICAO HLCC Virtual Meeting Platform, click on "All Sessions" icon at the top of the page, scroll down to select the session you wish to join. The "Join session" button will appear on the session page **thirty (30)** minutes before the session start time, click the button to join the meeting in a new browser tab.

After clicking the "Join Session" button, the **Join Now** button will prompt a Zoom window to open. You can select **Open Zoom Meeting** or join via your browser window. Then click **Join with Computer Audio**.
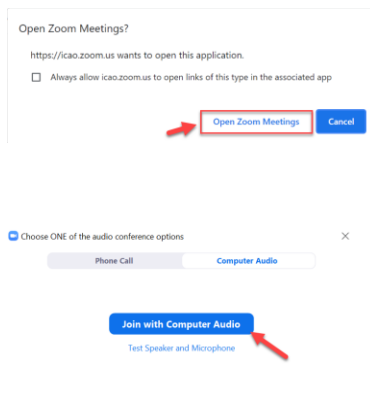
You have now entered a Zoom webinar
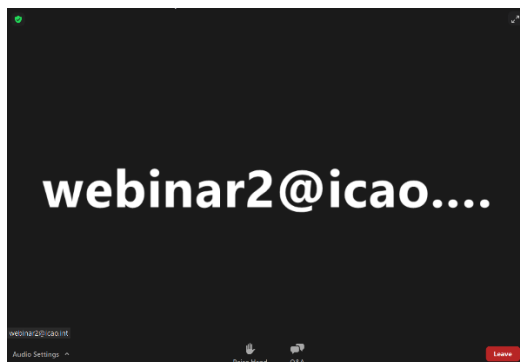
Using Interpretation

On the Menu bar at the bottom of the screen, you will find an icon named "Interpretation"

Click on the "Interpretation" icon and you will see a list of the six official ICAO languages. Click on your preferred language.

Interventions should be made using the selected interpretation language or with interpretation "Off".

Using Raise Hand

During the Webinar, the raise hand feature will be used to ask for the floor. To access this feature click on the Menu bar at the bottom of the screen, and click the "Raise Hand" icon. The Chairperson will then send you a notification to unmute. Once you are done speaking, the Chairperson will remove your access to your mic and you can lower your hand.
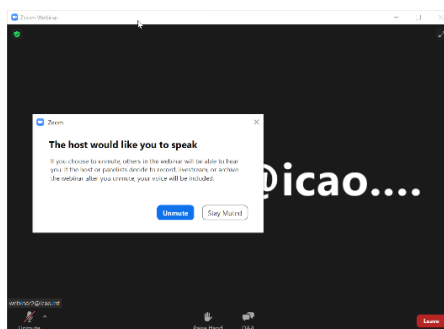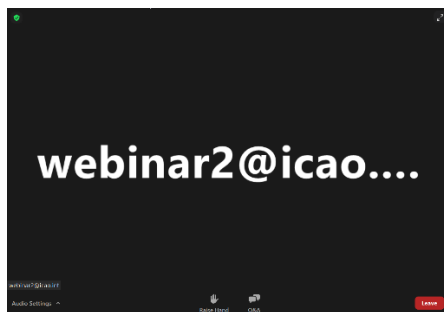
Using Q&A

During the meeting, the Q&A feature will be used frequently. To access this feature, click on the Menu bar at the bottom of the screen, and click on the "Q&A" icon to type your question.