

## **IMPORTANT INFORMATION for a SUCCESSFUL ZOOM MEETING!**

### **Preparation**

- Be sure to have the most up to date version of the Zoom app on your device. Zoom regularly provides new version of the Zoom desktop client and mobile app to release new features and fix bugs. You can download the latest version of Zoom here:  
<https://zoom.us/support/download>
- We recommend you install the Zoom app (preferably on a computer, laptop or a tablet type of device rather than a phone for a better experience). With the Zoom app you will be able to follow all language interpretation (you do not have access to interpretation in the browser format).
- Check your camera and microphone are connected and working.
- The meeting will be equipped with a waiting room. Once you have logged in you will be placed in the waiting room until the host invites you in.
- When logging in it is important you clearly identify yourself (name + organisation) in order to avoid delays in joining the meeting. This is for security purposes.
- For optimal audio sound quality, please use a headphone set as this prevents other sounds in the background interfering with your audio.
- Please login 15/20 minutes in advance so we can check everything is working well and the meeting can begin on time.

### **Meetings with interpretation**

- When you take the floor, please identify yourself (name + organisation) and indicate which language you will speak (so interpretation can start just a bit quicker and nothing is missed).
- While speaking, try not to speak too fast, take the interpreters into account.
- Please send us your Presentation (PowerPoint) AND/OR speech/text in advance, so we can forward it to the interpreters.