



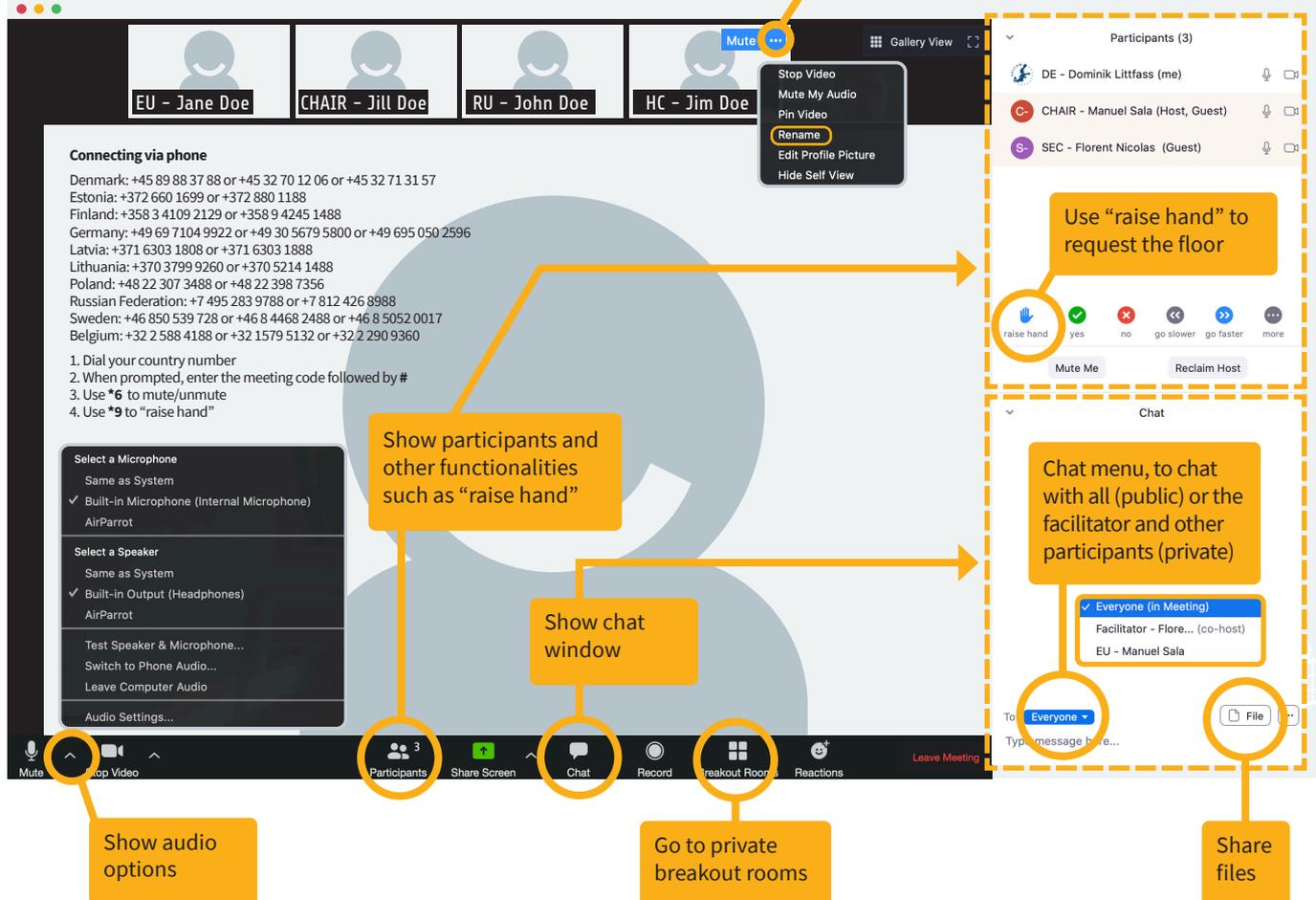
HELCOM Zoom Meetings

A quick guide for participants

v2 – updated 20 March 2020

DK – Denmark
 EE – Estonia
 EU – European Union
 FI – Finland
 DE – Germany
 LV – Latvia
 LT – Lithuania
 PL – Poland
 RU – Russian Federation
 SE – Sweden
 HC – HELCOM Secretariat

Prefixes to be affixed to username
 Observers: acronym of organisation



Joining the meeting

For the best user experience and access to all functionalities, use the **Zoom app**, downloadable [here](#) ("Zoom Client for Meetings").

The meeting can be accessed either via the meeting link or the meeting code, both through the app or web (<https://zoom.us/join>)

If joining **via web**, prefer Chrome. Other browsers have limitations.

If joining **via phone**, dial-in using your country number and follow the instructions (see above).

Liaise with your IT department on requirements to join a Zoom meeting or to install the Zoom app. A Zoom account is not required.

Test connections at least 15 minutes before the meeting starts.

When connecting to the meeting using a computer and prompted which audio connection to use, choose **"computer audio."**

Audio issues can be resolved via the audio options (see above); a restart of the app or browser may also help. If connecting via a browser, allow it to access your microphone and camera.

During the meeting

To help **identify participants**, precede your username with the country abbreviation or, for observers, with the acronym of the organisation, for example **"EU - Jane Doe"** or **"RU - John Doe."** Renaming is possible during the meeting (see above).

Ask for the floor by using the "raise hand" function, accessed by clicking on the "Participants" tab (see above).

When taking the floor, start by stating the name of your Contracting Party, observer organization, or other affiliation.

Use the **breakout rooms** to consult in private with your delegation.

In case of **technical issues** during the meeting, ask the facilitator for help via private chat, accessed via the "Chat" tab (see above).

The Chair will ask all Parties to confirm **approval or disapproval**. Silence cannot be considered as acceptance due to possible technical issues and connection breaks.

Permission to **share your screen** during the meeting can be requested from the HELCOM Secretariat (facilitator).