



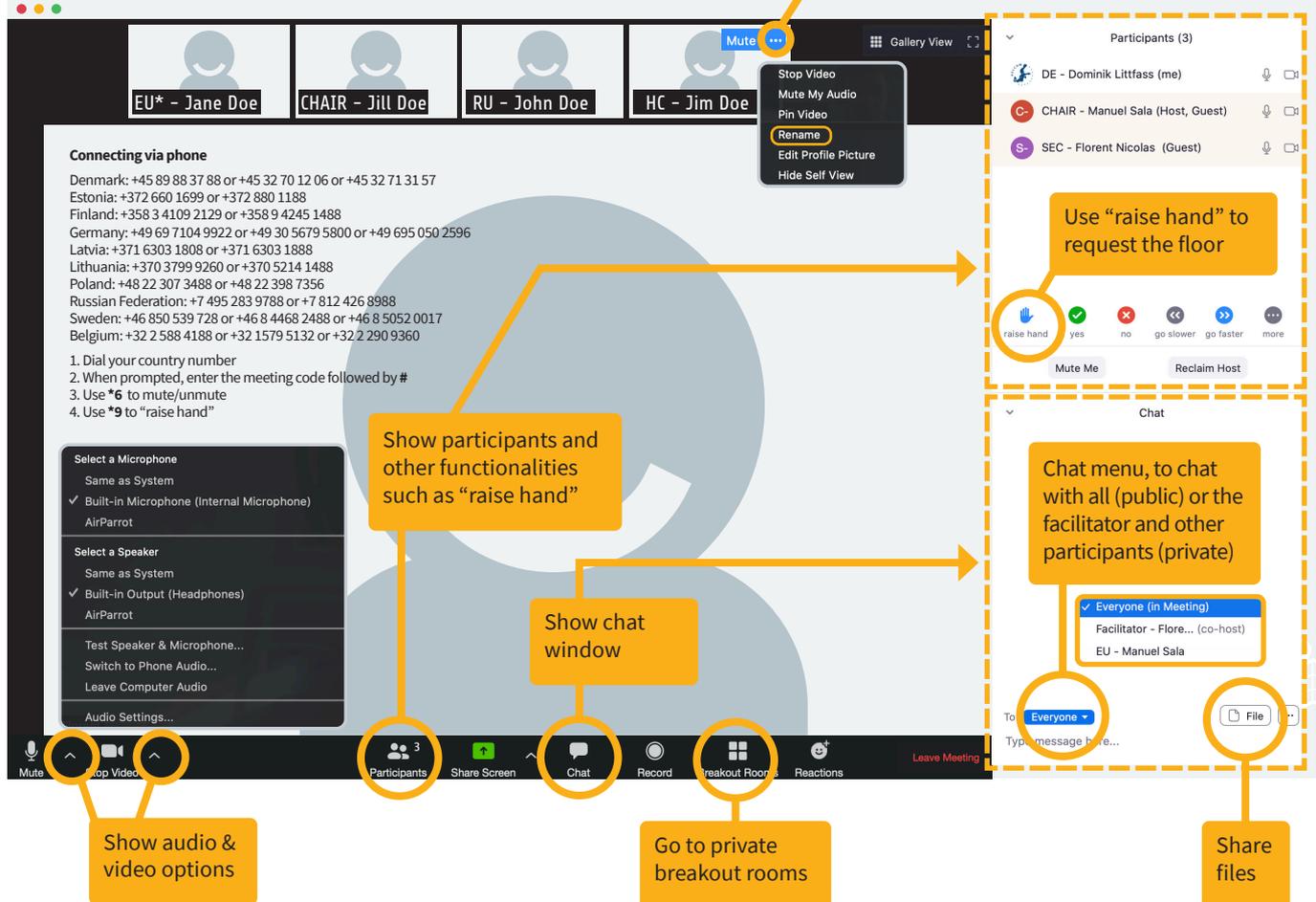
# HELCOM Zoom Meetings

## A quick guide for participants

v4 – updated 25 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**. If not available, use Edge.<sup>1</sup> Other browsers have **limitations**, notably regarding audio connections.

If joining **via phone**, dial-in using your country number (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 and video issues** can be resolved via the audio and video options (see above); a restart of the app/browser may also help. Allow the app or browser to access your microphone and camera.

<sup>1</sup>) On Edge, screen sharing only available on Windows 10 Pro or Enterprise

## 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, state the name of your Contracting Party, observer organization, or other affiliation. For the meeting, each Party should designate a **head/spokesperson**, identified by an asterisk (**"EU\* – Jane Doe"**).

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). In the event of being **disconnected from the meeting**, reconnect using the same meeting link or code, and/or wait for instructions via email.

Parties need to confirm **approval or disapproval**. Silence cannot be considered as acceptance due to possible technical/connection issues.

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