

Zoom conference instructions

Make sure that your microphone and camera are working (check the Settings in Zoom) prior to the event.

We invite you to join the Zoom session before the event starts. The registration will start 30 minutes before the official opening in order to give you time to assure that your connection links, microphones, and cameras work correctly.

Joining the conference, we ask you to turn on your cameras and keep your microphones off. As soon as the name of the speaker is announced, he/she turns on the microphone, chooses the language of his/her speech and takes the floor. Please, take into account, the microphones emitting notices while speaker's presenting will be turned off by the administrator. If you have questions to ask, please, click 'rise your hand' button so that we could give you a voice.

Please use your full real Name and Surname when joining this Zoom event. It is important to mention your name in English the way it is indicated in the Registration Form. Please mention your Surname first and your Name after it.

The time of speeches and presentations is limited (up to 10 minutes), so we sincerely ask you not to exceed the time allocated in respect for other participants. Please note that if the speaking time is exceeded, your microphone will be turned off after the warning of the chair. We must strictly adhere to the regulations and sincerely hope for your understanding.

All the regulations mentioned should be followed in manifestation of mutual respect and work ethic. Please pay attention to the vital information below on **interpretation settings, chat activity and screen sharing**.

Interpretation instructions

If you are a speaker or a listener

For your convenience, in the course of our Zoom-event, the language interpretation is enabled. If you're joining on a computer, you should see a notification that says 'Interpretation is available' over an 'Interpretation' icon that looks like a globe.

In the conference/webinar settings, Translate section, you can see three channels of communication. Due to the technical aspects, the languages will be displayed in this way:

***Ukrainian – German channel** (This specificity is the need to avoid technical inconveniences that may occur, as the Zoom system does not provide translation into Ukrainian on all devices).*

English – English channel

French – French channel

ATTENTION!

FOR SPEAKER: Speakers select the audio channel corresponding with the language of the speech they deliver. If you deliver your speech in Ukrainian, please choose German channel. If you speak in English, choose English channel. If your language is French, choose French channel.

FOR LISTENER: Attendees should select the corresponding audio channel to hear the translated audio in their language of choice. If you want to listen information in

Ukrainian, please, choose German channel, in English – choose English channel. In French – choose French channel.

If you choose the interpretation mode, the speaker will be heard in the background at about 20% volume and you will hear the interpreter at about 80% volume over that. If you prefer to hear only the interpreter, there is an option to “**mute original audio**” right under where you select the language of interpretation. *Immediately raise your hand if you are unable to hear or understand the person speaking, or if the equipment you are using is not working properly.*

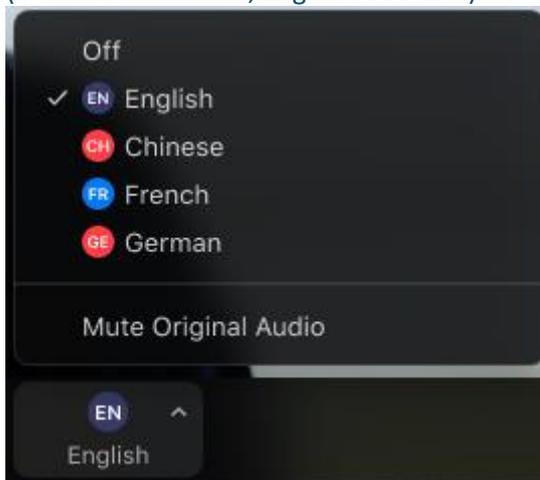
You can find the detailed algorithm on how to manage interpretation function below.



1. In your meeting/webinar controls, click **Interpretation**.



2. Click the language of your speech (for speaker) or the language you would like to hear (for listener) (in our case German, English or French).



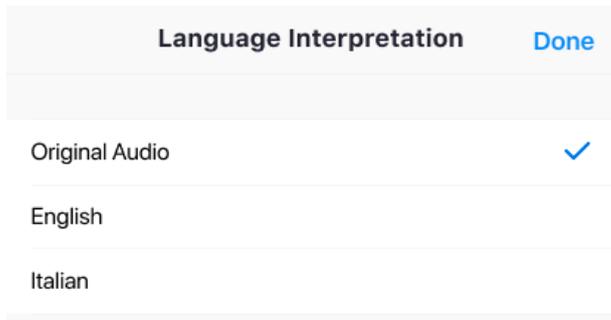
3. (Optional) To hear the interpreted language only, click **Mute Original Audio**.



1. In your meeting controls, tap the ellipses icon (...).



2. Tap **Language Interpretation**.
3. Tap the language of your speech (for speaker) or the language you would like to hear (for listener) (German, English or French).



4. (Optional) Tap the toggle to **Mute Original Audio**.



5. Click **Done**.

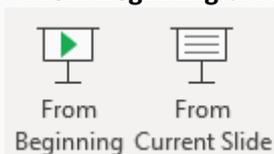
Chat Activity

Please pay attention to the activity in the internal chat, so as not to miss important links, as well as the program of the event. In addition, the chat provides an excellent opportunity for communication for all participants, given the clear rules of speech. So, if your question is not heard, feel free to write it in the chat at any time (even during a speech), supporting a productive discussion. Simultaneous translation from English to Ukrainian and vice versa will be provided in the chat.

Screen sharing a PowerPoint presentation

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.

4. Select your monitor then click **Share**.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.



The green border indicates the monitor you are currently sharing.

Transforming business communication and bridging the connection from Voice to Video



Modern Voice Solution



Centralized Management



Secure & Reliable