

TECHNICAL INFORMATION – Practical Guide

Skills Summit 2020 will be organised as an interactive virtual meeting, **using Zoom as a platform**. Please be sure to use **the latest version of the Zoom client** and browser, if applicable.

Please join us on Friday **October 9**. **The waiting room will be opened** at 7:00 AM CEST, but **please connect by 8:00 AM at the latest** for the event entry and security checks. From 8:00 AM to 8:50 AM final technical checks will take place.

We advise you to have a smart phone ready for backup in case you encounter hardware problems on your computer.

A technical team will be monitoring technical aspects throughout the Summit and will intervene, if necessary. For the technical issues and aspects before and during the meeting, you can contact:

- Mr Peter Kastelic, Chief Technician of the Summit, by email vzivo@vzivo.si or by telephone 00 386 40 390 873.
- Mr Philippe Boll, OECD support for the Summit, by email Philippe.boll@oecd.org or by telephone 00 33 6 08 97 05 33.

1.) ZOOM CONNECTION TESTS

To ensure everything is set up for the meeting, **we kindly encourage delegations to test their connections in advance**. There will be an opportunity to participate in the tests with the host technical team.

Delegations are free to join between the following time slots:

Wednesday, October 7 from 7:00-10:00 AM (CEST) or from 22:00-24:00 PM (CEST)

TEST CONNECTION LINK

Please register in advance for the test meeting. After **registering for the test**, you will receive an **e-mail** with a link to enter the test meeting.

2.) ZOOM REGISTRATION AND MEETING ENTRY

In order to receive the Zoom link to the Summit, each participant should click on the link, provided in email by the organisers and provide their details to Zoom by Thursday 8 October.

When registering on Zoom by 8 October:

- 1.) **Please use the same email that you provided in the registration form for the event.**
- 2.) For Zoom meeting registration, please enter the information as described below:

If you are attending the meeting as a speaker, please enter your name in **the following order**:

Function, first name last name and country (Minister, John C. Smith, SLOVENIA)

If you are attending the meeting as an observer, please enter your name in **the following order**:

Observer, first name last name and country (Observer, John C. Smith, SLOVENIA)

- 3.) After **registering** for the Zoom meeting, you will receive an e-mail with a link to **enter** the meeting.
- 4.) Please save this link for 9 October.

Between 07:00 and 08:00 on the day of meeting:

- 1.) Click on your meeting link.
- 2.) You will be placed in the waiting room. Please wait for the meeting host to let you in.
- 3.) After you are let in, from 8:00 AM to 8:50 AM final technical checks will take place.

3.) TECHNICAL GUIDELINES TO CONNECT TO ZOOM (ALL PARTICIPANTS)

We recommend that you install the latest versions of the Zoom Desktop Client or Zoom Mobile App before the Summit

Prepare and check your equipment and test your connection at least 1 day before the discussion.

- **Device:** Preferred options - PC: Window 7, 8, 10, Vista, XP or MAC: macOS X with macOS 10.7 or later.
Other options: Mobile phone, Tablet (iOS, Android). Plug your device into a power source to avoid interruptions. We advise you to have a smart phone ready for the backup in case you encounter hardware problems on your computer.

- **Browsers:** Preferred option - Chrome. Other options: Safari, Firefox, Internet Explorer, Microsoft Edge.
- **Internet connection:** Preferred option - Broadband wired. Other options: wireless (WIFI, 3G or 4G/LTE).
- **Location:** Please stay in a fixed location.
- **Headset:** Preferred option: USB plug-in. Other options: wireless Bluetooth.
- **Webcam:** Preferred option: External USB HD webcam. Other option: built-in webcam.
- **Configuration:** Use a quality, validated configuration if you hold a speaking role. Avoid as much as possible using the PC's integrated speakers and microphone.
- Run a ZOOM live test by connecting to <https://zoom.us/test>.
- In case a problem occurs, please liaise with your IT support team.
- **Use the same IT environment, equipment and email** for testing and connecting to the meeting.
- **Use the email you provided in the registration form of the event** to sign in with Zoom.

The organisers strongly suggest that participants do not use video conferencing systems to join the Summit, [as listed here](#).

4.) BEST PRACTICES

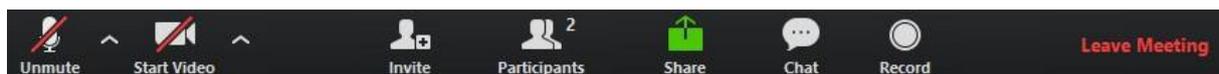
Video

- Turn on an overhead/front light and face a window, if possible.
- Avoid backlight.
- Frame your image.
- Check the background – simple/neutral is best.
- **All participants registered as observers are kindly asked to disable your video for the entire duration of the summit.**

Sound

- Choose a quiet environment and reduce background noise.
- Adjust the headset (do not put the microphone too close to your mouth).
- Adjust the volume of your headphones.
- Use only one device at a time.
- **Mute your microphone when you are not speaking.**
- **All participants, registered as observers are kindly asked to disable your microphone for the entire duration of the summit.**
- Speak clearly with a normal voice when you take the floor.

ZOOM features



- **Mute – Unmute** button to speak.
- If you need more information about Zoom features visit <https://zoom.us/>

5.) INTERPRETATION

Simultaneous interpretation from French into English will be provided for the **Closing plenary session**. For details on how to access the interpreting functions in Zoom, please see below.

You must install the latest versions of the Zoom Desktop Client or Zoom Mobile App to use interpretation.

Prerequisites

Zoom Desktop Client

- Windows: 5.0.0 or higher
- macOS: 5.0.0 or higher

Zoom Mobile App

- Android: 5.0.0 or higher
- iOS: 5.0.0 or higher

Interpretation is accessed through the Interpretation icon of the Zoom toolbar.



The participant will be able to choose between:

1. Off (= floor)
2. French to English interpretation

Participants should always select OFF before taking the floor, otherwise a technical glitch can occur in which participants can hear both the speaker and the interpreter at the same time.