



Scientific Council (SC/58)

By web conference

9–11 February 2022

TECHNICAL GUIDELINES

INTRODUCTION

The Scientific Council SC/58 will be held by Web conference (**Zoom**). Please join the meeting early, up to one hour¹ before the meeting is due to start. If you haven't used Zoom before, click the link to [download Zoom](#) prior to the meeting and familiarize yourself with any features you may need to use on the day.

Please read carefully the following guidelines in order to ensure a smooth running of the sessions.

During the event, IARC will be using two different IT solutions for the organization and management of the event:

1. SC/58 management system for document/presentation sharing (<https://events.iarc.who.int/e/SC58>)
2. Zoom as the web conferencing solution to conduct the virtual SC sessions

HOW TO ACCESS THE SC/58 MANAGEMENT SYSTEM

The SC/58 management system (<https://events.iarc.who.int/e/SC58>) contains all the necessary SC/58 documentation and presentations for the event: Provisional Agenda, List of Participants, videos, presentations, Reports, Flash talks, etc.

You should have received an email with the necessary information to access the site. If you have not received it or have encountered problems while accessing it, please contact the Documents Assistant, **Agnes Meneghel** (meneghela@iarc.fr).

¹ We ask you to join at least one hour before the agenda is due to start in order to help with any technical problems. You can join, be allowed into the web conference and then go to other tasks but stay connected to the meeting.

COMPUTER EQUIPMENT NEEDED TO PARTICIPATE IN SC/58

You must have the following computer equipment to attend SC/58 remotely using the web conferencing solution **Zoom**.

1. Computer (Windows/Mac) with the **latest version of Zoom Client (5.9.1)**. Follow instructions in [Annex 1](#) in order to check the version of Zoom and update it if needed.
2. **Headset with fixed microphone will optimize the quality of the audio** rather than the 'mobile phone' earphones with the microphone on the cord.
3. **Built-in camera or external webcam.**
4. Minimum network bandwidth 600 kbps (up/down), recommended 1.5 Mbps (up/down).

In case of technical problems during the SC/58 sessions, we recommend:

5. **Zoom app** installed on the mobile phone as a backup device
6. **Pair of headphones** compatible with your mobile phone.

ZOOM SECURITY RECOMMENDATIONS

The IARC cybersecurity team recommends the following for Zoom meeting attendees:

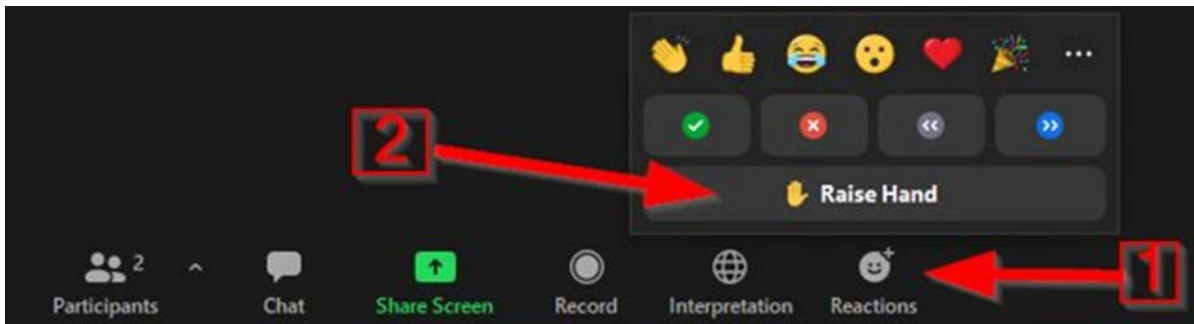
- Don't forward SC/58 invitations to others
- Join meetings from secure locations, preferably using company-owned devices
- Authenticate with company user ID or a Zoom ID (free or paid account)
- Join via the URL in the meeting invitation rather than dialing the telephone bridge
- Prefer PC audio (VoIP) for enhanced privacy

BEFORE SC/58

Before SC/58 (9–11 February 2022) you should install Zoom on your laptop and mobile phone. Your mobile phone can be used in an emergency if you face an issue with your laptop.

1. Test your equipment
 - o Login onto your computer or mobile phone
 - o Start Zoom
 - o Test sound and video in Zoom. The [Annex 2](#) contains instructions on how to perform the tests
2. **Register on the Zoom meeting via the invitation you will receive:** If you do not register you will not receive a password and if you register 10 minutes before the meeting starts it will delay your joining and the meeting opening.

3. Get familiar with the controls in Zoom
 - o Rise/Lower hand in the Webinar Controls [Shortcut to raise or lower hand]
 - ➔ **Windows:** use the ALT+Y keyboard
 - ➔ **Mac:** use the Option+Y



- o Stop/Start Video
 - o Mute/Unmute Microphone
 - o Access to the chat
 - o Access to the list of Zoom participants
 - o Changing Zoom windows layout
4. If you have a Bluetooth headset, make sure it is fully charged before the meeting starts and that the battery lifespan covers the entire session.
 5. Test the Zoom App and the headphones on your mobile phone.
 6. Charge your mobile phone before SC/58 and have the charger at hand.

DURING SC/58

These are important aspects to remember during the sessions of SC/58

- Participants will be placed in a waiting room and will be directed to the main room once the credentials are checked.
- Microphones will be muted by default. Participants will need to unmute their microphones when the SC Chair gives them the floor.
- You will not be able to rename your display name. If there is any error on your name, please contact **Agnes Meneghel** (meneghela@iarc.fr)
- Refrain from using the chat function in Zoom. Raise electronic hand instead (the SC Vice-Chair will be tasked to track “raised hands” in Zoom).

Emergency contact phone number
+33 472 738 341

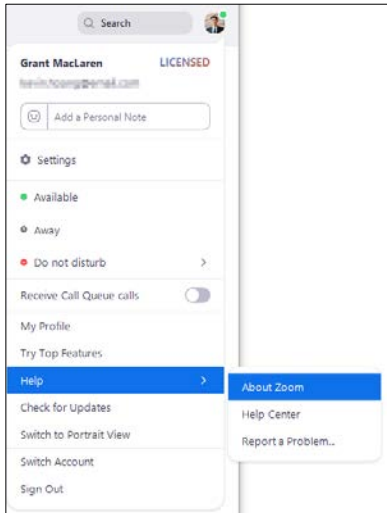
There will be very limited Technical Support during the SC/58 sessions to troubleshoot connectivity issues. Use your mobile phone to connect to the session if you have recurring problems or you are unable to connect using your computer. Thank you.

Some advice and details on web etiquette

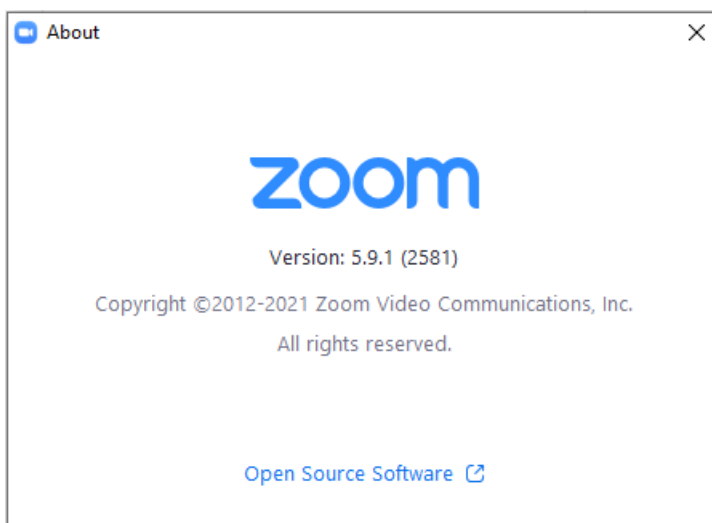
1. Please note that the meeting will be recorded.
2. Check your surroundings before you begin your meeting and set up your space making sure to check what is behind you. Seek as quiet a space as possible with no or minimal background noise.
3. Verify your camera and microphone. Adjust your camera to be at around eye level if possible. Especially take note of the angle of the laptop screen if using the built-in camera.
4. Adjust your lighting until you can see your brightly lit face on the screen. Avoid backlight and bright windows.
5. When not speaking, make sure your audio is muted and the video off. This will prevent inadvertent noises, such as coughs, rattling papers, or chair squeaks, from interrupting others. Use video link only when speaking.
6. Use raise hand in the Reactions icon in order to request for the floor.
7. Speak clearly and in a normal voice.
8. Avoid quick movements, which make it difficult for cameras and microphones to keep up with you. Quick movements may appear jumpy or choppy to others on the call.
9. Maintain eye contact with the camera and stay engaged in the meeting.
10. Avoid touching your face, fidgeting or moving too much.
11. Do not turn your back to the camera.
12. When you ask a question or request information, please allow time for slightly delayed responses because the system may experience slight transmission delays.
13. Avoid interrupting others as they are speaking. Zoom video conferencing system has a voice-activated switching feature to automatically move the camera to the active speaker. Interrupting another speaker may confuse the voice activation.
14. If you need to leave the meeting for a few minutes do not disconnect from Zoom, rather tell others if you leave the video conference early using the coffee mug icon in the Reactions menu icon.

ANNEX 1 – How to check version of Zoom and how to update it

1. Sign in to the Zoom Desktop Client (Windows, macOS, or Linux)
2. Click your profile picture then click About Zoom



3. You will see the Zoom Desktop Client version. If the version is not Version 5.9.1 then go to next step.



4. To update a zoom version, on Window and Mac: Once the Zoom meetings Client is launched, click on the user icon on the top right
 - o From the drop-down menu, click **Check for Updates**
 - o If new updates are available, a message will appear: **Update Available**
 - o Click on **Update** to install

ANNEX 2 – Test that your IT equipment works with Zoom

You can join a test Zoom meeting, <http://zoom.us/test>, to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. You can also test your [video](#) or [audio](#) while in a Zoom meeting.

Prerequisites

- Zoom desktop client

Instructions

1. Visit <http://zoom.us/test>.
2. Click the blue **Join** button to launch Zoom.

Join Meeting Test

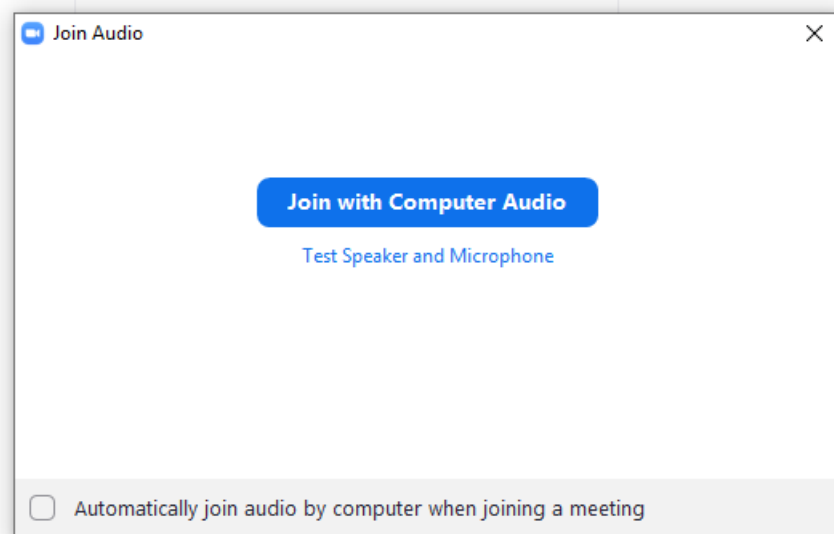
Test your internet connection by joining a test meeting.



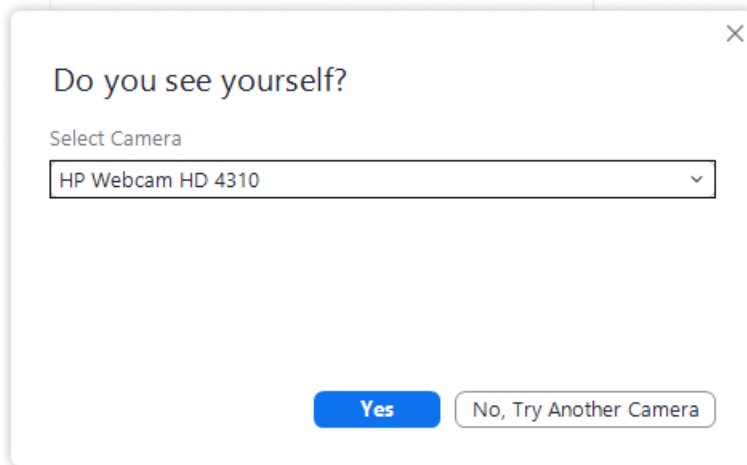
Join

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

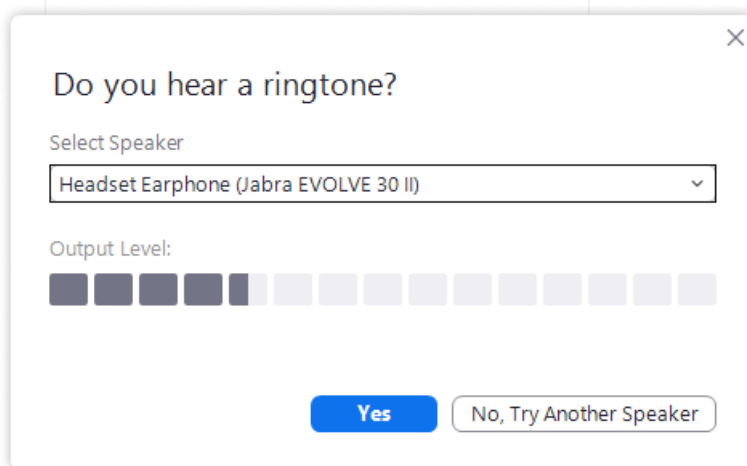
3. When prompted by your browser, click **Open Zoom Meetings**. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.
4. Click **Test Speaker and Microphone** to start the test.



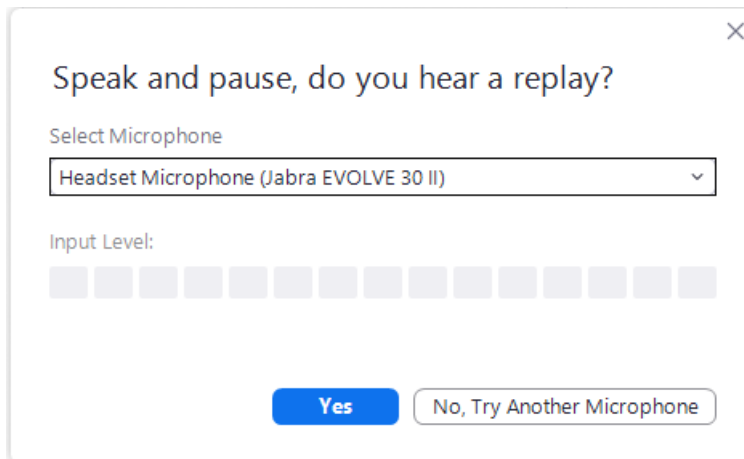
5. The test meeting will display a pop-up window to test your webcam. If you don't see yourself, use the drop-down menu or click **No** to switch camera until you see yourself. Click **Yes** to continue to the speaker test.



6. The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



7. In the microphone test, if you don't hear an audio reply, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **YES** when you hear the replay



8. Click "End Test" to finalize the test.

