



RCUWM Governing Board Meeting (GBM 2020)
23 Sep. 2020, 10:00 am, GMT

Guiding Note for ZOOM Video Conference

This note is prepared to ensure the best technical quality of ZOOM meeting. Please read it carefully.

About the Meeting

You will receive a link to join the video-conference meeting using ZOOM platform. **We strongly recommend you download the Zoom Client for Meetings into your desktop or laptop in advance.**

Please note the following:

- ✓ It is better to use a computer instead of a mobile phone or tablet during the video-conference.
- ✓ Have a stable Internet connection with a minimum of 4 Mb/s.
- ✓ Please use a headset if possible. Noise reduction is encouraged to be used during the meeting. It can avoid the loop impact between the earpiece and the microphone device.
- ✓ Use a webcam connected to your device.
- ✓ We encourage testing your devices and access to the platform before the event to avoid any malfunctions or have lead-time to solve them.

To join the meeting, click your Zoom Link, and use the Meeting ID and/or the Password. We will send the ZOOM Link to you. The link will direct you to a “waiting room” or “virtual lobby” until the host starts the meeting. Please kindly wait in the lobby.

After joining the Meeting, please feel free to provide your name and country using the following format Country/LAST NAME/Affiliation.

- ✓ Please choose to use the “raise your hand” option in the application if you would like to intervene.
- ✓ RCUWM Secretariat’s moderator will monitor and record the signaled wish to intervene (i.e. by the “raised hand” symbol) and communicate it to the meeting’s Chairperson. They will then pass the floor to each participant willing to speak
- ✓ PowerPoint slides are not required.
- ✓ The official language of the meeting will be English.
- ✓ By clicking on chat, you can send to an instant message to the meetings’ participants.
- ✓ Please mute your microphone while joining the meeting and unmute only when invited to intervene.
- ✓ The meeting will be recorded.

Necessary Contacts

Mr. Alireza Salamat, alirezasalamat10@gmail.com, +989123502774
Ms. Niloofar Sadeghi, niloofar.sadeghy@gmail.com, +989371179296