

UNWTO Commission for the Middle East

Forty-sixth meeting
Virtual meeting, 6 July 2020, 10:00-13:00 (Madrid time)

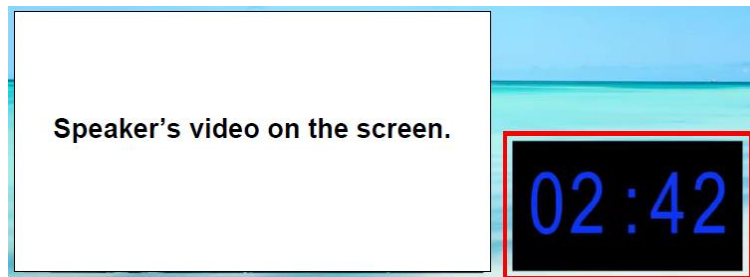
CME/46/Tech.Note
Madrid, July 2020
Original: English

Technical Note

Practical instructions to connect to the virtual meeting and general guidelines.

1. Registration and interventions

Please confirm the participation of your delegation, including their names and positions, to rdme@unwto.org. Given the time and technical limitations that may arise, we kindly request the Heads of Delegation who wish to take the floor, to let us know before **Friday 3 July**, at that same e-mail address. Interventions must be limited to 5 minutes. (The timer will be displayed once Member's intervention starts).



2. Connection details to join Zoom Meeting

Please establish the connection to the meeting 20 minutes prior to start through the following link: <https://us02web.zoom.us/j/83148481434?pwd=R2lFWEFkTm1lKzFlbFlxdTVwRlJYZz09>

Meeting ID: 831 4848 1434

Password: 978663

VERY IMPORTANT:

When entering the platform to connect to the meeting, it is essential to put your **Country Name** and **your Full Name** (e.g Bahrain-Ali..) so that we can identify you, otherwise it will be very difficult for us to know who it is and to be able to give you access. **We request Ministers and Heads of Delegations to connect to the video.**

3. Interpretation

Simultaneous interpretation from Arabic to English and vice versa will be available throughout the meeting once you are connected to the platform. The participants will be able to select an audio channel to hear their language of choice and hear the translated audio. Once connected participants will have to click on Interpretation button to select Arabic or English. Please view this short demo video for further guidance: <https://youtu.be/ITeuzyadUvc>

4. Ground rules for remote participants

For a smooth and fruitful session, please note that:

- Your microphone should be **muted** throughout the session / until you are invited to speak.
- When you are invited to speak, please **unmute** your microphone before speaking.
- Whenever possible, **eliminate background noise and interference** (participate from indoors, in a room with closed door and windows to avoid extraneous noise).
- Turn off sound notifications on your electronic devices while attending the meeting.
- Ensure that you have a solid coloured background, and that any visual distractions are kept to a minimum.
- If possible, use an **individual headset** with high quality microphone and echo cancelling.
- Avoid moving the microphone during the videoconference.

If you encounter technical problems during the meeting, please contact rdme@unwto.org for assistance.

لضمان سير الاجتماع بطريقة سلسة ومثمرة، يرجى ملاحظة ما يلي:

- يجب كتم صوت الميكروفون طوال الجلسة / حتى تتم دعوتك للتحدث.
- عندما تتم دعوتك للتحدث ، يرجى إعادة تشغيل صوت الميكروفون قبل التحدث.
- كلما أمكن ، قم بإزالة الضوضاء الخلفية والتداخل.
- قم بإيقاف تشغيل الإشعارات الصوتية لمختلف البرامج الأخرى على أجهزتك الإلكترونية أثناء حضور الاجتماع.
- تأكد من أن لديك خلفية صلبة اللون ومن تقليص أي مشتتات بصرية إلى الحد الأدنى.
- إن أمكن ، استخدم سماعة رأس فردية مزودة بميكروفون عالي الجودة مزود بخاصية إلغاء الصدى.
- تجنب تحريك الميكروفون أثناء الاجتماع.
- في حالة وجود أي مشاكل فنية أثناء الاجتماع، يرجى الاتصال بـ rdme@unwto.org للمساعدة.