



# PARIS21 ANNUAL MEETINGS

## VIRTUAL MEETING TECHNICAL GUIDANCE

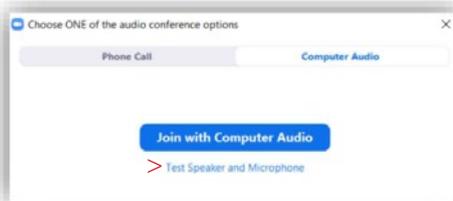
The PARIS21 2020 Annual Meeting will use the Zoom videoconferencing platform.

### Ahead of the meeting

- It is recommended that you use a headset equipped with a microphone when connecting to the meeting.
- To enjoy the full meeting functionality, you may wish to [install the Zoom app.](#)
- As much as possible, we encourage delegations to connect together from a single device but we understand this may not always be feasible.
- Please be conscious of your environment if you are sharing your video. Are you in shadow or bright sunlight? Is your background very distracting?
- We advise that you join the meeting 10 minutes before the start time to test your connection.

### Joining the meeting

- At the start of the meeting, please click the meeting link, which was emailed to you following your registration to join the webinar.
- You will be prompted to download and run a small Zoom desktop application, or join the meeting using your browser. Either is fine.
- The meeting should start. You will be prompted to join using your computer audio. We encourage you to test your audio in advance of the meeting to ensure that you can hear correctly. Your microphone will be muted by default.



- For more help on how to join the meeting, please see Zoom's guidance on 'joining a meeting'.

### During the meeting

- When you join the meeting, please name yourself by the organisation you are representing, for example: Tunisia, World Bank, UNSD and not by the name of your NSO or your own name.



- You will be muted by default when entering the meeting. Please keep your microphone muted at all times unless you have been called upon by the chair to make an intervention. To unmute your microphone, hover over your name and click "unmute".



- If you wish to make a statement during the meeting, please use the “Raise Hand” feature and the Chair will call upon you.



- You may contact Giorgi Shardvadze [giorgi.shardvadze@oecd.org](mailto:giorgi.shardvadze@oecd.org) for any technical difficulties you may encounter during the meeting. You can also chat to him directly via Zoom by clicking the “chat” button. Above the chat text input box, please ensure that you click the down arrow and select “Giorgi Sharvadze” so that you don’t send your message to all participants.