

# **ICANN Meeting Participation Guide: On-Site Participants**

28 April 2022



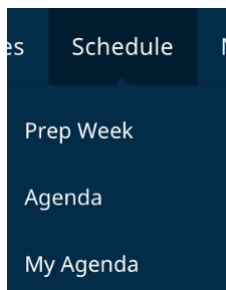
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## Getting Started

- All sessions at ICANN Public Meetings are conducted using Zoom.
- A Zoom account is not required, but you need the session Zoom link or Zoom Meeting ID to participate in the session.
- You must join Zoom sessions using your first and last name (surname).
- Mute all other device notifications if you intend to speak during a session.
- You can optimize your Zoom experience by downloading the Zoom application to your computer.
- If you are participating via your mobile phone or tablet, you need the Zoom application on your device to access the session Zoom links.
- If using the Zoom application, please update to the most current version.

## Finding Session Zoom Links

- You can find the session Zoom link and Meeting ID in the ICANN Public Meeting [schedule](#). Under the **Schedule** tab, select **Agenda**.



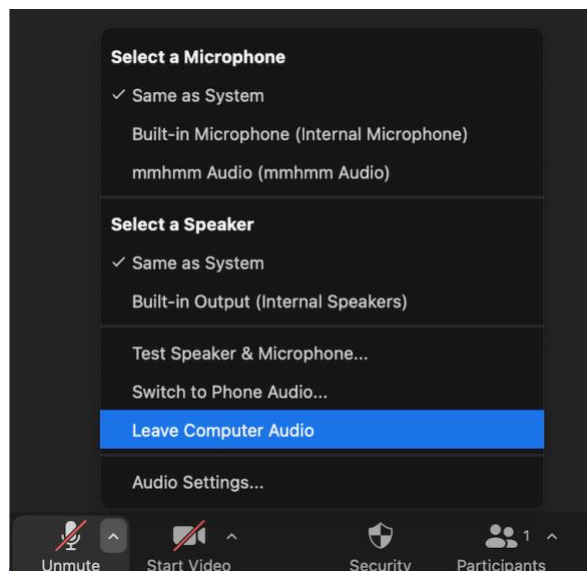
- Click on an individual session and you will find the Zoom link and Meeting ID.

Schedule Listing Example: Zoom Links
<ul style="list-style-type: none"><li>• <b>Participation Links</b> Zoom Meeting Link: <a href="https://icann.zoom.us/j/94642077830">https://icann.zoom.us/j/94642077830</a> Zoom Meeting ID: <b>946 4207 7830</b> Zoom International Dial-In Numbers: <a href="https://icann.zoom.us/u/aeHgxySi8D">https://icann.zoom.us/u/aeHgxySi8D</a> Scribe – Closed Captioning: <a href="https://streamtext.net">https://streamtext.net</a></li></ul>

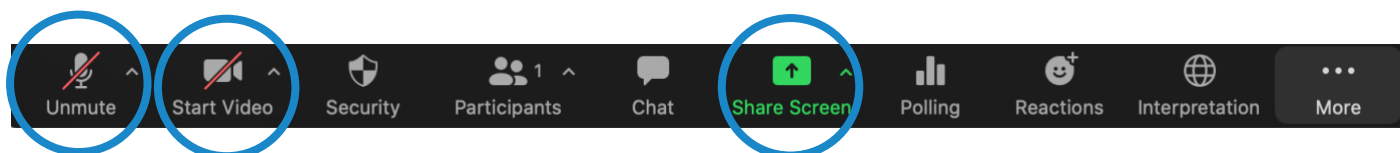
- To join a session from your computer:
  - If you have downloaded the Zoom application, simply click on the Zoom link in the session description.
  - If you have not downloaded the application, go to [zoom.us/join](https://zoom.us/join) and enter the Meeting ID. The ID code is available in the session description.
- To join a session from your mobile phone or tablet:
  - You need the Zoom application on your device to access the session. Once the application is installed on your device, simply click on the Zoom link in the session description.

## Participating in the Session On-Site

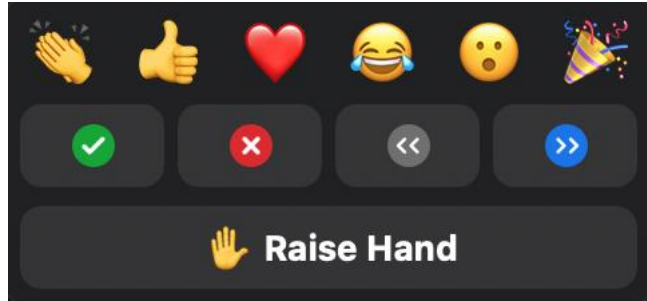
- Even if participating on-site, you must join the session via Zoom to raise your virtual hand to enter the speaking queue. The Participation Manager for each session will provide instructions for how those not seated at a microphone may say a question or comment.
- Do not join using your Zoom audio. You may disconnect your audio by clicking the up arrow next to the microphone icon and selecting **Leave Computer Audio**.



- You will use a physical microphone in the meeting space to speak during the session.
- Your device's video will be off by default. You may turn your video on but there will be cameras in the meeting space that will also show your participation in Zoom.
- You can control the audio, video, and sharing settings in the meeting controls.



- Each session will be moderated by a Remote Participation Manager (RPM). The RPM will handle questions and group interaction.
- Each session will handle questions differently. At the beginning of the session, the RPM will explain how to ask questions. You must raise your virtual hand in Zoom to request to speak. You can raise your hand by clicking on the **Reactions** icon located on the Zoom toolbar.



## Language Services

### Real-Time Transcription and Zoom Closed Captioning

- Real-time transcription (RTT), also known as scribing, and Zoom closed captioning (CC) will be provided in English.
- If the session is being scribed by live captioners, you may also open the Scribe RTT link listed in the session description on the [schedule](#).
- If the session is not being scribed by live captioners via RTT, Zoom's automated closed captioning service will be enabled.
- You can view the real-time text provided by Zoom by clicking the **CC** icon on the toolbar.

Please note that the automated and live real-time text transcription might contain inaccuracies and is not an official record of the meeting. Also, real-time text might not be available for speech interpreted into other languages.

Official transcripts will be provided in English for all sessions. If a session was supported in other languages, official transcripts in those languages will be provided as well.

### Interpretation Service

- All sessions that include interpretation will provide you with an interpretation headset device.
- You may pick this device up near the entrance to the meeting room.
- If you would like to ask a question or make a comment in one of the supported languages, raise your virtual hand in the Zoom platform.
- When called on, state your name for the record and the language you will speak, and say your question or comment using the microphone provided.
- Mute notifications from all other platforms and devices.

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## Hybrid Meeting Tips:

- State your name and affiliation for the record before speaking. Speak clearly, directly, and slowly. If you are reading a statement or a document, please pause between sentences.
- Be aware that not all participants are in the physical meeting room.
- ICANN is a global community, and different cultures have different communication styles. Without the benefit of facial expressions and body language, misunderstanding can occur. Try to be succinct when interacting virtually to avoid miscommunications.
- Be aware that all ICANN Public Meeting sessions are subject to ICANN's [Expected Standards of Behavior](#) and [Community Anti-Harassment Policy](#).
- We encourage you to stay connected after the meeting through ICANN news updates and regional newsletters. [Sign up here](#).

## Additional Zoom Resources and Tutorials

[Download Zoom](#)  
[Zoom Help Center](#)  
[Zoom Tutorials](#)

Zoom also offers free [live training](#) for anyone interested in learning more.

## YouTube Streaming

Select sessions will be streamed on YouTube to accommodate community members who may not have the bandwidth to effectively participate via Zoom. To ask a question, comment, or interact with presenters or other attendees, you will still need to utilize Zoom.

- If a session includes YouTube streaming, a link will be provided in the session description on the [schedule](#).
- To view the YouTube stream, click on the link listed in the session description and it will open in a browser.
- Ensure the volume on your device and within YouTube are not muted.
- Please note: The YouTube stream will not have simultaneous interpretation.

