

# JCA-QKDN Remote Participation

## Zoom User Guide

### 1 Join a session

Go to <https://www.itu.int/myworkspace/#/E-meetings> and connect using your ITU User Account.

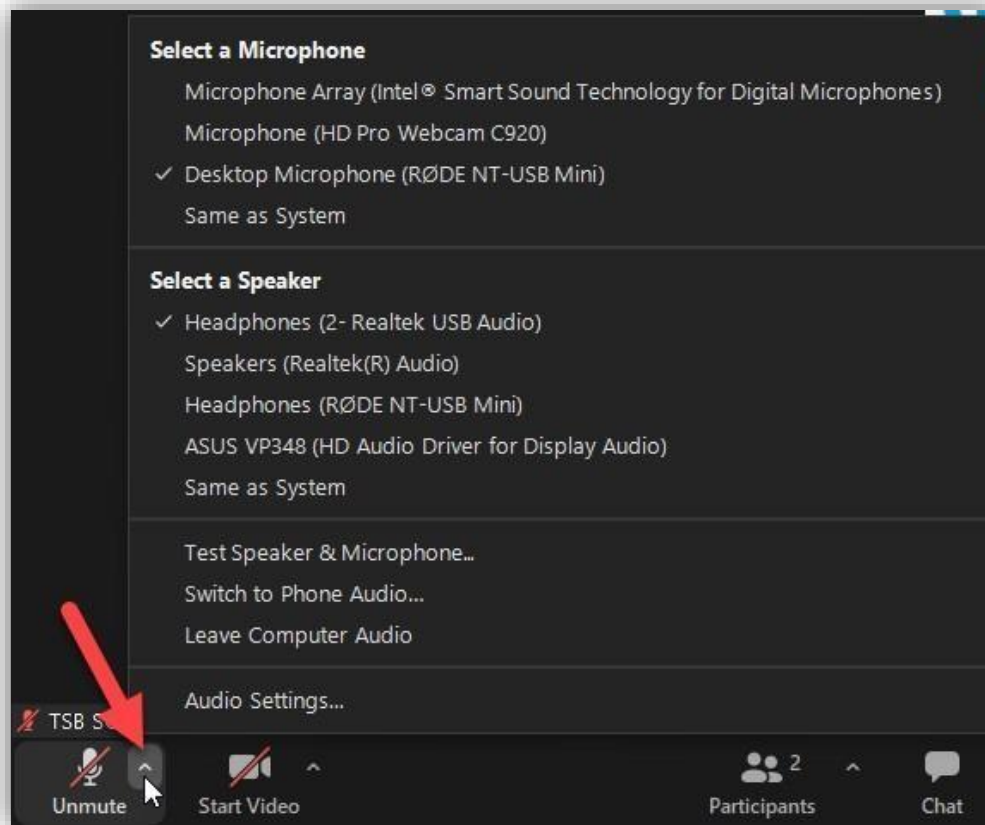
Under the meeting date e.g., Wednesday 22 Mar, navigate to JCA-QKDN and click join:



**IMPORTANT:** Please note that only registered participants can join remotely, so make sure you register online first via the JCA-QKDN homepage as soon as possible before the meeting.

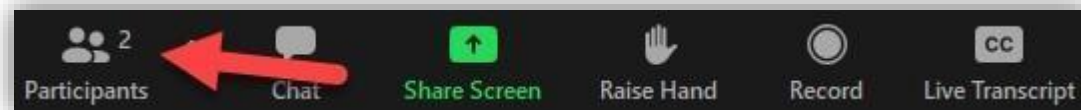
### 2 Configure audio

Once you join a session, you will join with the audio settings (microphone and speakers) set as default in your Operating System. You can change them by clicking on small arrow icon next to Mute/Unmute button:



### 3 Meeting Participants

Zoom does not show the list of participants by default. You will need to click on the Participants button to see the participants present in the meeting. Keeping the participants list on is advisable, as additionally, it will allow you to see the list of raise hand requests.



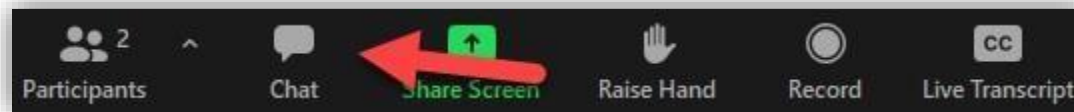
## 4 Raise hand / Floor Request

The “Raise hand” option is available for all users. To request the floor, click on the Raise Hand button. This will automatically put you on the top of the queue on the participants list. Once you have finished your intervention, click on the Lower Hand.

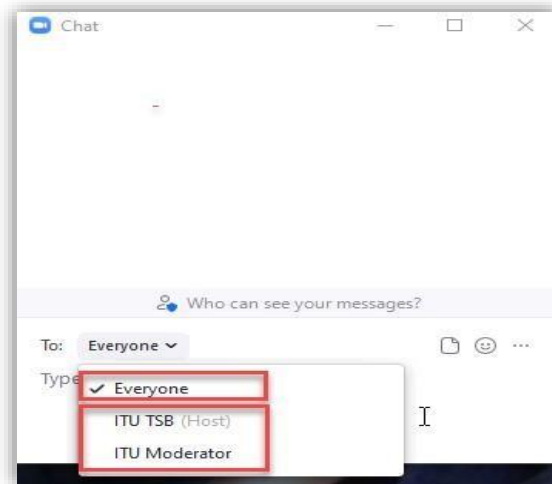


## 5 Chat

You can interact using the chat option with everyone or privately with a specific participant. To do that, click on the Chat button:



This will open a new window where you can either chat with everyone, or select a specific participant to chat privately as shown below:



## Remote participation tips

Zoom is simple and intuitive to use, but there are some things you can do in order to optimize your experience:

### ✓ Use a USB headset:

To ensure the best audio quality always use a headset (preferably USB).

### ✓ Check audio ahead and connect before time:

Take some time to make sure your microphone is working correctly. Please connect at least five minutes before the start of a meeting to avoid disturbance. This will also allow you to check sound levels and be ready when the meeting starts.

### ✓ Keep your microphone muted when not speaking:

Please mute your microphone when it is not your turn to speak. If not, others might hear you cough, swallow, whisper, breathe, or beat your hands on the desktop.

### ✓ Speak directly into the microphone

### ✓ Watch out for echo:

If you are joining from a location that is near another meeting participant, you may hear an echo or feedback (for example, if both you and your cube neighbour dial in to the same call). The best way to avoid an echo is to use a headset.

### ✓ Quiet environment:

Remote participants should speak from a quiet place without background noise. They should speak slowly and clearly to allow the other participants to compensate for any audio problem. They are encouraged to end their remarks with the phrase "This concludes my intervention" or "Thank you Chairman".