

Quick guide for remote participation in the Asia Pacific regional consultation in preparation of the Vth Global Conference on Child Labour (South Africa, 2022)

13-14 December 2021

Access to the Zoom platform

- The platform used to enable remote participation in the meeting is Zoom. We recommend that you use the latest version of zoom : version 5.8.6
- You will have received a unique link to utilize for both days of the meeting following your registration via the Zoom platform using the link provided to you by ITC ILO.
- The Zoom invitations can only be utilized on the days of the consultation. Please be sure to keep the link handy:

<https://itcilo-org.zoom.us/j/89516607510>

Meeting ID: 895 1660 7510

- The Zoom link is personal and should not be shared or forwarded. If you have not received the Zoom link via email from the organisers please write to ils-clflt@itcilo.org specifying the title of the meeting so that your name may be added to the list of confirmed attendees. **Without this you may not be granted access to attend the meeting.**

Please connect with a PC or laptop, from a quiet place with good connectivity. A cabled Internet access is preferable to Wifi. For better sound quality, please use a headset with an with incorporated microphone.

Using a PC or laptop will also allow for better viewing of the presentations and participation in polls and other moments to engage with the audience. These features may be limited on a tablet or smartphone.

Once connected to the meeting you are asked to rename yourself as follows: name, country, group. See following example:

BIRLA_India_GOV (government)

BIRLA_India_WO (workers)

BIRLA_India_EO (employers)

BIRLA_India_OT (others)

Microphone and camera

- You should activate your microphone and camera only when you are given the floor. Please mute your microphone and deactivate the camera when you are not speaking.
- When taking the floor, please make sure that any other electronic device near the microphone is in silent mode to avoid interference with the sound system.

Request for the floor

- The floor can be requested either by raising a virtual hand, or, should the virtual hand function not work, by indicating your request in the chat.
- You are requested to utilize the chat to introduce a question to anyone of the speakers; the chat will be monitored by the facilitation team who will answer directly or pass on the question to the relevant speaker.

You may be contacted via the private chat should further clarification be needed regarding the substance of your question.

The chat may also be used to make a comment (e.g. sharing of experiences); however owing to the size limitations of the chat box you are invited to share publications, or information regarding past or future events via the Jamboard file created for this purpose. Jamboard is a collaborative digital whiteboard available on google. You may access the file here:

https://jamboard.google.com/d/1jpc3ufBkXPfFI_Y7Tw1tJrQXgQjJkEAqPJmfHlyhAA0/viewer?f=0

The Jamboard tool will also be used to receive your inputs on other matters throughout the meeting. Specific links will be created for this purposed and introduced via the chat. In the meantime you are invited to familiarize yourself with the functionalities of Jamboard by watching this short introductory video on some of its basic functionalities:

<https://www.youtube.com/watch?v=K1qS6avlnaE>

Technical issues

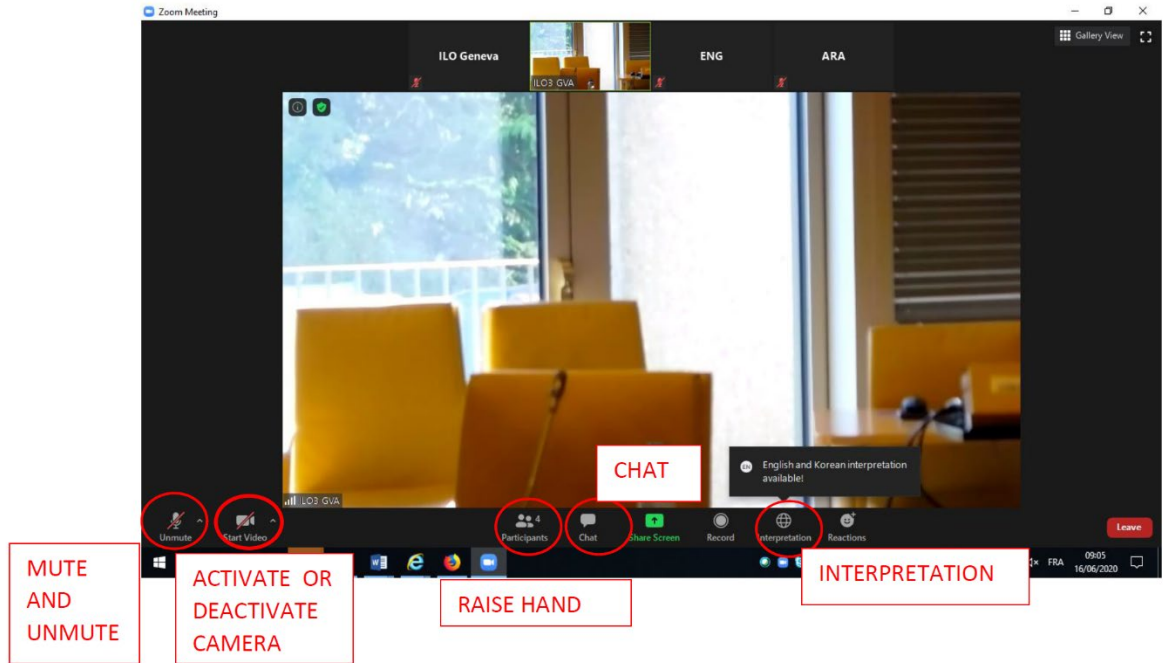
- If you face technical difficulties with Zoom, please send a private message to the Host (Claudia Fuggiaschi/Lucia Bacconi) through the chat. To do so, please select in the Chat “private message to Host” and describe the problem. Please avoid writing to everyone in the chat. The host will respond to you privately proposing solutions to your problem. Our reactivity will however depend on the number of persons connected and requests received.
- If you are not familiar with the use of Zoom, please refer to the images on the following pages.

Zoom in Pictures

- From a PC

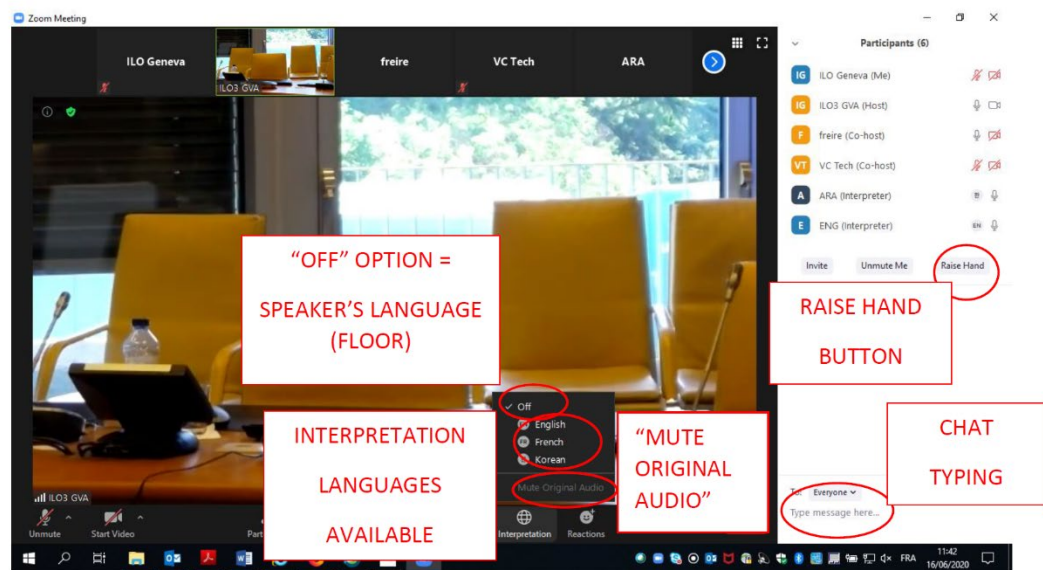
Zoom in pictures

FROM A PC



► ILC.109/Quick guide

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- From a tablet or smartphone

FROM A TABLET/SMARTPHONE

