

# Virtual Meeting Guidance



## Tools we will use

- Zoom Conference  
(with simultaneous interpretation into English and Russian)

### Join Zoom Meeting

Meeting ID: 876 3677 1470

Passcode: 852464

<https://us02web.zoom.us/j/87636771470?pwd=bXFVQ0EiJmZlbnY1bmZHWTF3QT09>

- You will need a computer, phone or tablet with a camera, a headset with inbuilt microphone, and a reliable Internet connection.
  - Please sign in using your full name.
  - When the session begins kindly mute your microphone and turn off your video unless you are presenting.

## Interpretation Function

- There will be two interpreters, who will provide simultaneous interpretation into English and Russian, as in all our physical annual meetings.



Please ensure that you select the language that you would like to hear:

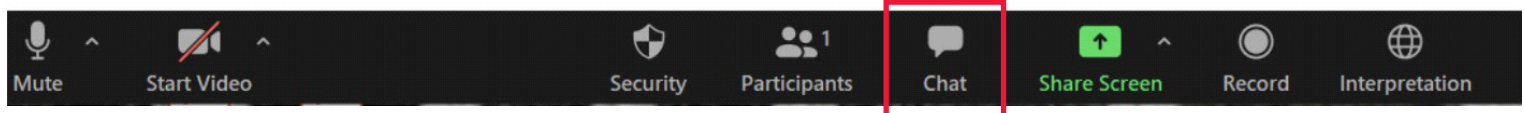
- At the bottom of the page you will see a globe labelled “interpretation”  
If you click on the globe, you will see the English and Russian language
- options, which you have to select



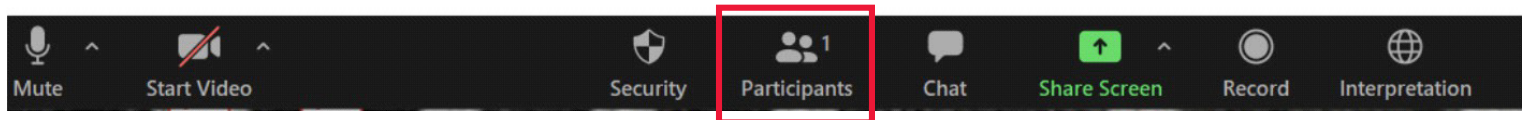
- If you want to hear only the interpreter speaking, you can mute the speaker by clicking “mute original audio”. Otherwise you will hear the original speaker at 20% volume and the interpreter at 80% volume.

## Chat Function

- If you click on the «participants» option, you will see on the right a window with all participants of the meeting.

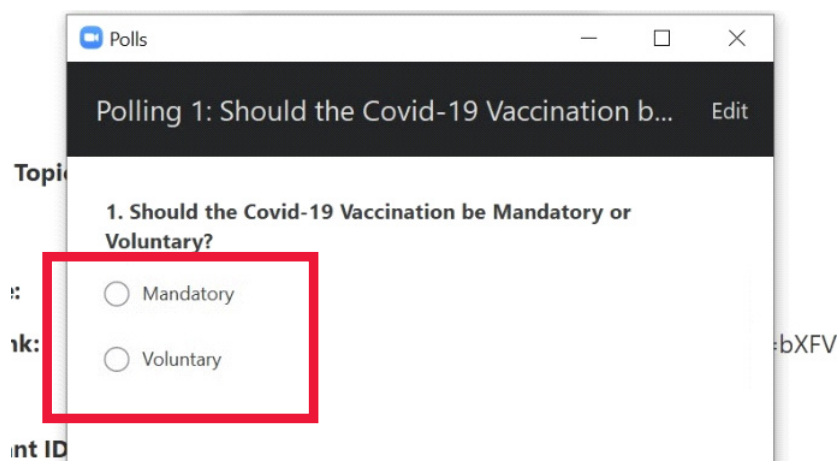


- By clicking «Chat option», you can talk with all participants or you can choose one or several participants for a private conversation in a window with a list of attendees on the right of your screen.



## Meeting Poll

We will have a poll of the participants prior to and following the debate. When the poll begins a box will appear on your screen asking you the debate question. Please select your preferred response.



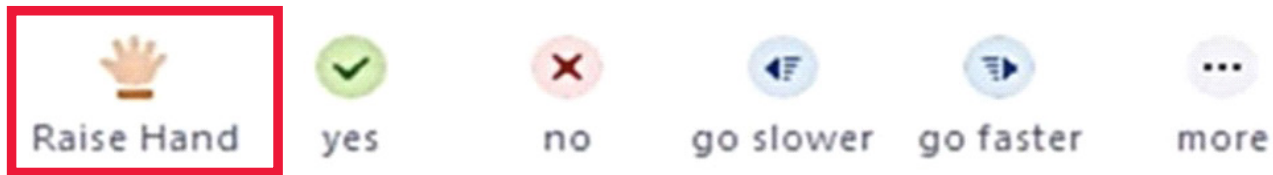
Polling responses will be anonymous and participants will only see the percentage of responses in favour and opposed.

## Asking a question or Taking the floor

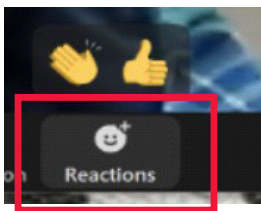
Due to the fact that this is a virtual meeting with many participants, we will have to be very disciplined. The host, co-host and alternative host will manage the meeting.

We will have time for open discussion and we would appreciate if you could try to join in. At EFMA it is important that we hear the opinions of our members and encourage to take part in this session.

If you wish to make a contribution, please let us know by raising your „virtual hand“. By clicking on «participants», a window containing icons like ‘raise hand’ appears.



You also have access to non-verbal options of communication. If you want to react, click on the “reactions” button, and just click on ‘thumbs up’ or ‘applause’. The emoji will appear on the screen, so that the other participants can see it.



*When you are just listening to the meeting, please keep your microphone on mute!*

## Contacts:

If at any time prior to or during the meeting you have any questions or technical difficulties you can contact Michelle Glekin by email: [michelle@ima.org.il](mailto:michelle@ima.org.il) or whatsapp: [+447853523632](tel:+447853523632)

*We hope you enjoy the meeting*