MECHANISM FOR FOLLOW-UP ON IMPLEMENTATION OF THE

INTER-AMERICAN CONVENTION AGAINST CORRUPTION (MESICIC)

Guide for Lead Experts (speakers):
Procedures for the Thirty-Seventh (virtual) Meeting of the MESICIC Committee of Experts

This guide explains how to connect to the Thirty-Seventh (virtual) Meeting of the MESICIC Committee of Experts (hereinafter, "the Committee Meeting"). Since all the meeting's virtual sessions will use the Zoom platform, this guide provides an explanation on how to access that platform as well as on the use of the tools the platform provides that will be used during the course of the Committee Meeting. It also sets out certain organizational and security issues to be observed during the meeting.
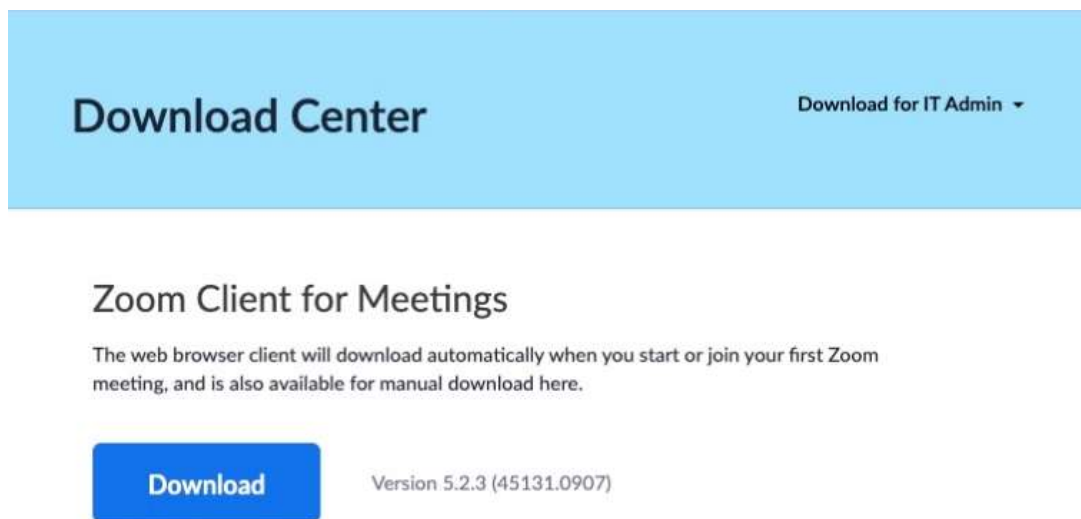
OAS MESICIC

Index

Technical instructions for the use of the Zoom Platform tools

I.   <u>Technical requirements for consideration prior to the start of the Thirty-Seventh Meeting of the Committee of Experts</u>

Successful attendance of a virtual meeting depends on the quality of your internet connection. In this respect, you will need a stable, high-quality internet connection. The following steps may help improve your connection:

1. Internet connection through an Ethernet cable. It is not recommended to use a Wi-Fi connection, however if the only option is to connect through a Wi-Fi, we highly encourage the panelist to place their computer next to the Wi-Fi router to ensure that the Wi-Fi signal is strong enough to transmit the video, presentations, and audio.

2. A desktop with a camera and external or built-in microphone, or a laptop with a built-in camera and microphone. We highly discourage the use of cellphones as a substitute for a computer.

3. Headphones or, if possible, headset (this reduces the risk of feedback and background noise).
4. Close all background applications and additional software to improve the computer's performance (a video call requires many resources from a computer, therefore its resources should be reserved for the use of the meeting).
5. Please download the Zoom application at https://zoom.us/download (downloading the application is free of charge).

Download Center   Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 5.2.3 (45131.0907)

6. To ensure that you can access the meeting without unnecessary delays, test your Zoom connection before the meeting starts. Please conduct the test using the same device, internet connection, and location that you will use to connect to the virtual meeting at this link: https://zoom.us/test.

II.   <u>Background</u>

1. We recommend avoiding backlight at all cost (by having a light course behind the head, such as a window or a lamp, the face, or part of it, remains dark).

2. We recommend that speakers use a background without distractions, as well as turning off electric appliances such as TV or a radio that may produce sounds and interfere with the meeting.

3. We recommend that the camera be located at the level of the speaker's eyes, not above or below the eyes.

4. We recommend keeping the same distance between the device used and the face, as you would maintain with colleagues. When the face is very close to the device and occupies the entire screen, it becomes a distraction. This closeness can also be overwhelming for some people. As with the physical world, consideration of cultural rules about personal space should be taken into account.

Source: OAS Press and Communications Office

III. How to join the meeting?

1. As an accredited Lead Expert, you will receive an email from the MESICIC Technical Secretariat (hereinafter "the Technical Secretariat") with a link to the invitation to REGISTER for the virtual meeting. Please click where it says **"Register in advance for this webinar".**

Hi there,

You are invited to a Zoom webinar.
When: Aug 27, 2020 02:30 PM Eastern Time (US and Canada)
Topic: Prueba Webinar con Zoom

Register in advance for this webinar:
https://zoom.us/webinar/register/WN_a_jojekyR_2iPM3jq7leNA

After registering, you will receive a confirmation email containing information about joining the webinar.

2. Proceed to enter the details requested: First Name, Last Name, email address. Please ensure that you select all the days on which you will attend.

Webinar Registration

Topic	**Trigésima Quinta Reunión del Comité de Expertos del MESICIC**
Time	You can choose to attend one or more of the following webinars.

☑ Mar 14, 2022
☑ Mar 15, 2022
☑ Mar 16, 2022
☑ Mar 17, 2022

Time shows in Eastern Time (US and Canada)

> IMPORTANT:
> Be sure to select all the days you plan to attend.

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

By registering, I agree to the Privacy Statement and Terms of Service.

Register

3. Once registration is complete, you will receive an email, to the address that you used to register, with a link to join the meeting. The email will have the following format and include the meeting link and password and the various options for connecting to the meeting, depending on the device used.

OASMESICIC

Hi ----|

Thank you for registering for "Trigésima Sexta Reunión del Comité de Expertos del MESICIC"

Please submit any questions to: ----

Date Time: Mar 8, 2021 05:00 PM Eastern Time (US and Canada)
    Every day, 4 occurrence(s)
Mar 14, 2022   [horario en el que tendrá lugar el día 1 de la reunión]
Mar 15, 2022   [horario en el que tendrá lugar el día 2 de la reunión]
Mar 16, 2022   [horario en el que tendrá lugar el día 3 de la reunión]
Mar 17, 2022   [horario en el que tendrá lugar el día 4 de la reunión]
    Please download and import the following iCalendar (.ics) files to your calendar system.
    Daily: https://zoom.us/webinar/tJ0rduqprzssE9ZmmLQNNJHNt4nh4FQhD9Rs/ics?user_id=RiYu7pXtSX2E89NCM1BCgw

Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
Note: This link should not be shared with others; it is unique to you.
Passcode: 187102
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

4. At the day of the meeting, please click **"Click Here to Join"**.

5. If you did not receive the message with the meeting link after registering, please check your "Spam" and/or "Junk" tray. If the email with the link to the meeting is not in any of the message trays, register again using another email address (sometimes institutional email protection systems block Zoom messages). If the error continues, please call or text:
   - Pedro Lupera (PLupera@oas.org) + 1 (305) 326-3062
   - Fiorella Medina (PLupera@oas.org) + 1 (571) 251-4167

IV. <u>What do I do once I click on the link?</u>

1. Once you click "Join meeting" in the email sent by the Technical Secretariat, you will be redirected to the Zoom platform.

2. The virtual meeting room will open 60 minutes before the meeting. We ask all Experts to join the meeting 60 minutes prior to the start time of the meeting to test the interpretation features with the interpretation team as well as your video and audio.

3. We ask all Lead Expert to ensure that the name that appears in the platform follows the following format: **"[Country], [Name] [Last Name]"**

V.   Microphone and video camera

1. The Lead Experts will have access to their video camera and microphone. However, the Technical Secretariat will mute the microphones and turn off the video camera once the test is over, as carried out in the above section. The Technical Secretariat will allow the use of the microphone and the video camera to the Expert who is doing her/his presentation and/or has been given the floor.
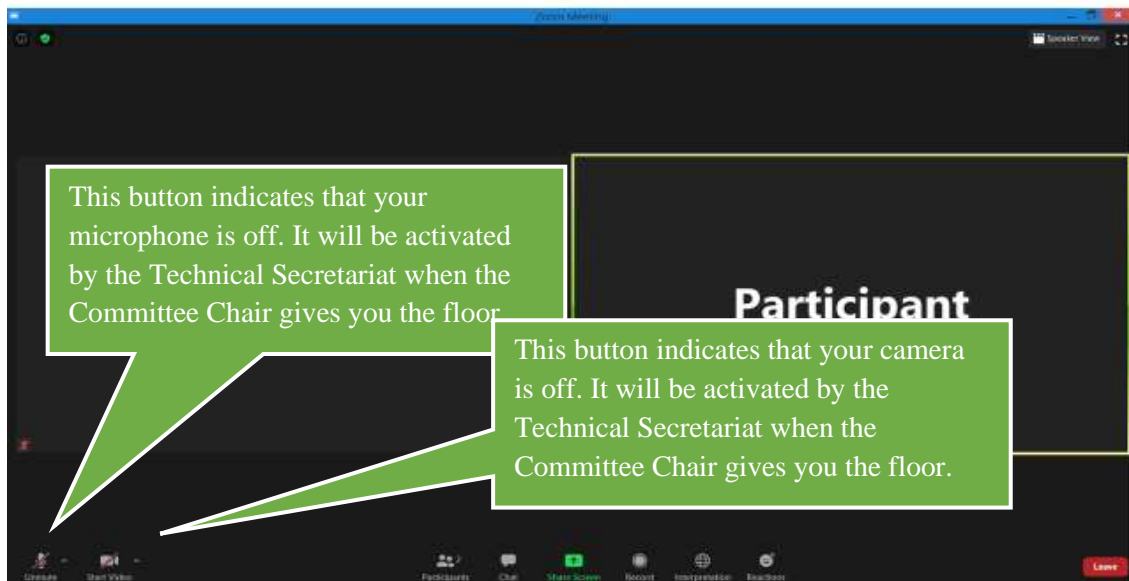

VI.   Technical Difficulties

1. If there is no audio coming through, please make sure that the camera as well as the microphone are plugged into computer and have access to the platform. To do this, click on the arrow to the right of the audio button and/or the video button and make sure the following options are selected:
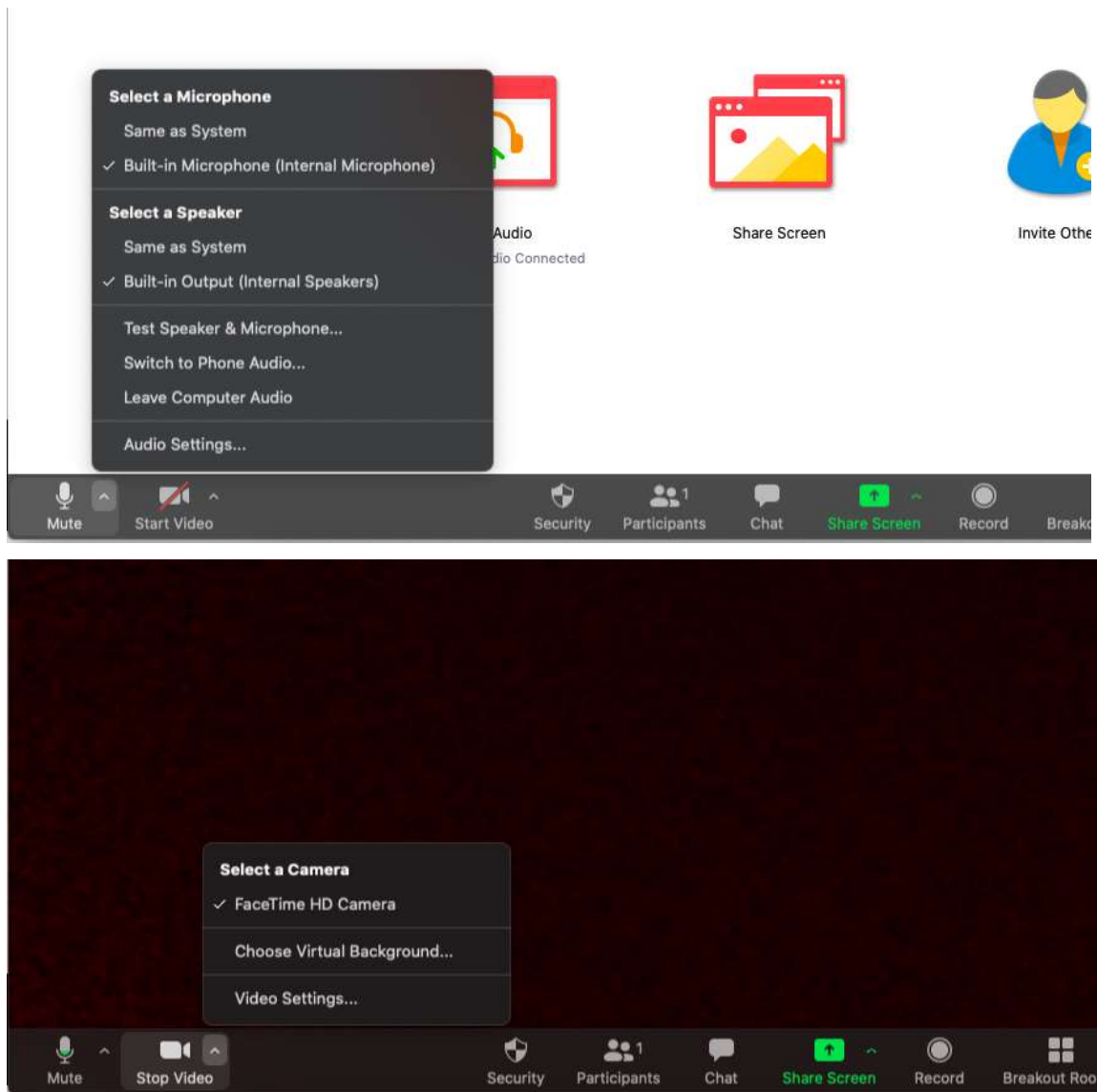
2. If you lose your audio/video, press leave the meeting and try to log back into the session with the link sent by the Technical Secretariat and make sure that, when the sound and audio notification appears, that the correct option for your computer's audio system is selected.
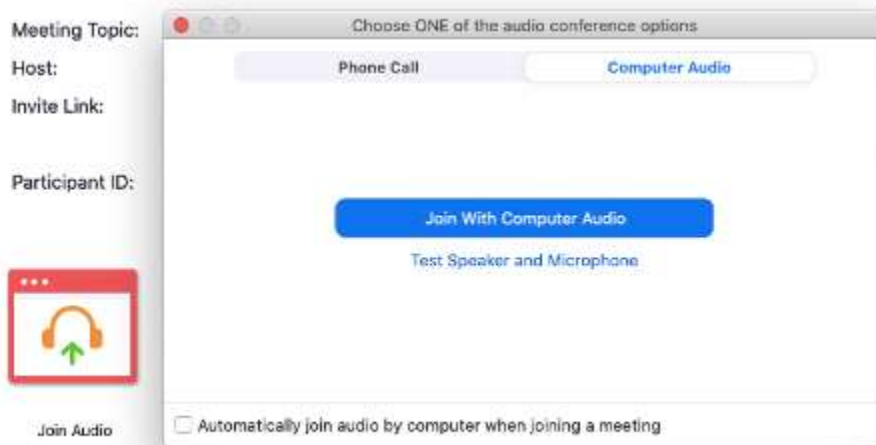
If the error persists, check that no other application is using the microphone and camera. If this is the case, please close the other application.

If you still cannot connect your microphone and/or camera, please go to the following link and follow the instructions there: https://zoom.us/test.

If the error persists, it might not be a problem with the Zoom application, but rather that your computer is blocked from using the microphone and/or camera. **Please refer to the following instructions.**

Windows 10

For the use of the video camera on Windows 10 applications, you'll need to turn on some permissions in Camera settings. Then, you'll need to check your app permissions if you want to use your camera with apps. Here is how:

Select Start > Settings > Privacy > Camera. In Allow access to the camera on this device, select Change and make sure Camera access for this device is turned on.

Then, allow apps access to your camera. In Camera settings, go to Allow apps to access your camera and make sure it's turned on.

Once you have allowed camera access to your apps, you can change the settings for each app. In Camera settings, go to Choose which Microsoft apps can access your camera, and turn on apps you want to use with it. For desktop apps, make sure that Allow desktop apps to access your camera is turned on. Confirm that the Zoom application is checked.

For the use of the microphone on Windows 10 applications you'll need to turn on some permissions in Microphone settings. Then, you'll need to check your app permissions if you want to use your camera with apps. Here is how:

Select Start > Settings > Privacy > Microphone. In Allow access to the microphone on this device, select Change and make sure Microphone access for this device is turned on.

Then, allow apps access to your microphone. In Microphone settings, go to Allow apps to access your microphone and make sure it's turned on.

Once you've allowed microphone access to your apps, you can change the settings for each app. In Microphone settings, go to Choose which Microsoft apps can access your microphone, and turn on apps you want to use with it. For desktop apps, make sure that Allow desktop apps to access your microphone is turned on. Confirm that the Zoom application is checked.

MacOS

For allowing the use of the video camera on your Mac, choose Apple menu > System Preferences, click Security & Privacy, then click Privacy. Select Camera. Select the checkbox next to the app and allow it to access your camera. Confirm that the Zoom application is checked.

For allowing the use of the microphone on your Mac, choose Apple menu > System Preferences, click Security & Privacy, then click Privacy. Select Microphone. Select the checkbox next to the app and allow it to access your microphone. Confirm that the Zoom application is checked.

3. If the error continues, please call or text:
   - Pedro Lupera (PLupera@oas.org) + 1 (305) 326-3062
   - Fiorella Medina (PLupera@oas.org) + 1 (571) 251-4167

VII. Interpretation

1. The meeting will have simultaneous interpretation in both English/Spanish. To Access the desired language please click on the "**Interpretation**" icon at the inferior part of the platform.

2. Once you click on the interpretation icon you will be able to select one of the three channel options. We do not recommend the "Mute Original Audio" option since you will not be able to listen the floor (original audio) when the interpreter is not speaking throw the selected cannel.
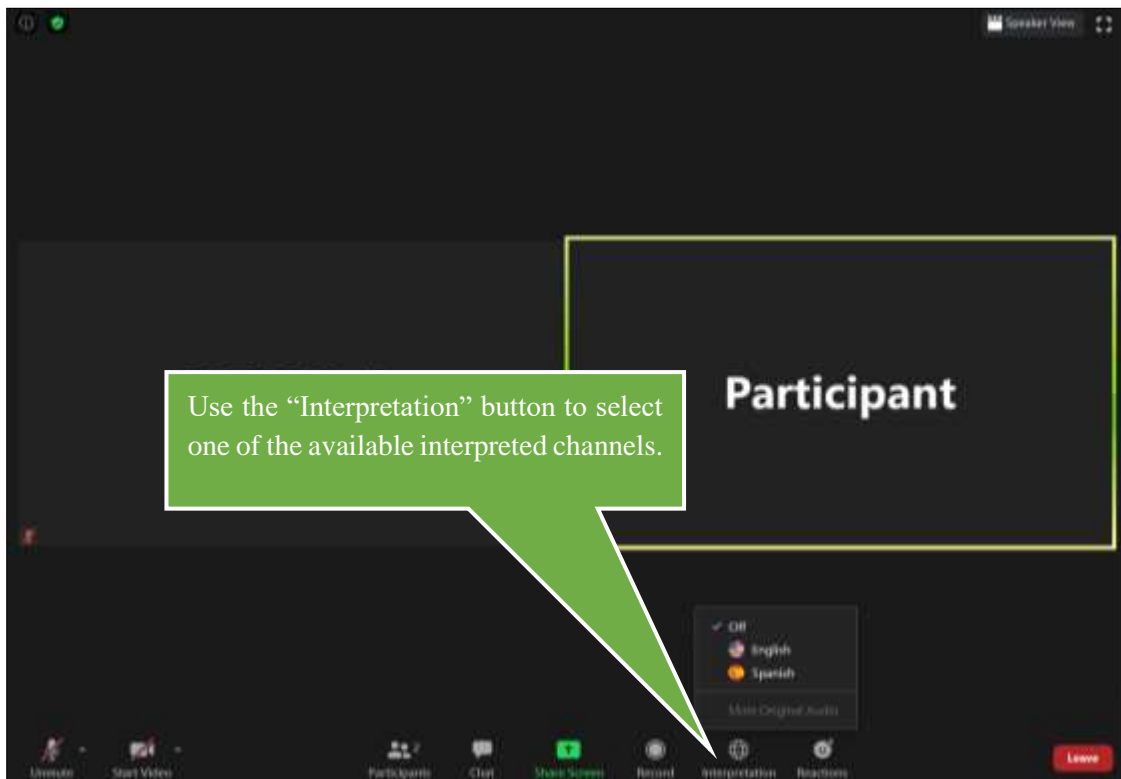
Use the "Interpretation" button to select one of the available interpreted channels.

Organizational issues for the Thirty-Seventh Meeting of the MESICIC Committee of Experts

I. <u>Requesting the floor</u>

1. As already noted, Experts will have access to their cameras and microphones. However, the Technical Secretariat will mute the Experts and turn off their cameras unless the Chair of the Committee has given them the floor.

2. To request the floor, use the "Raise Hand" function available in the Zoom platform.
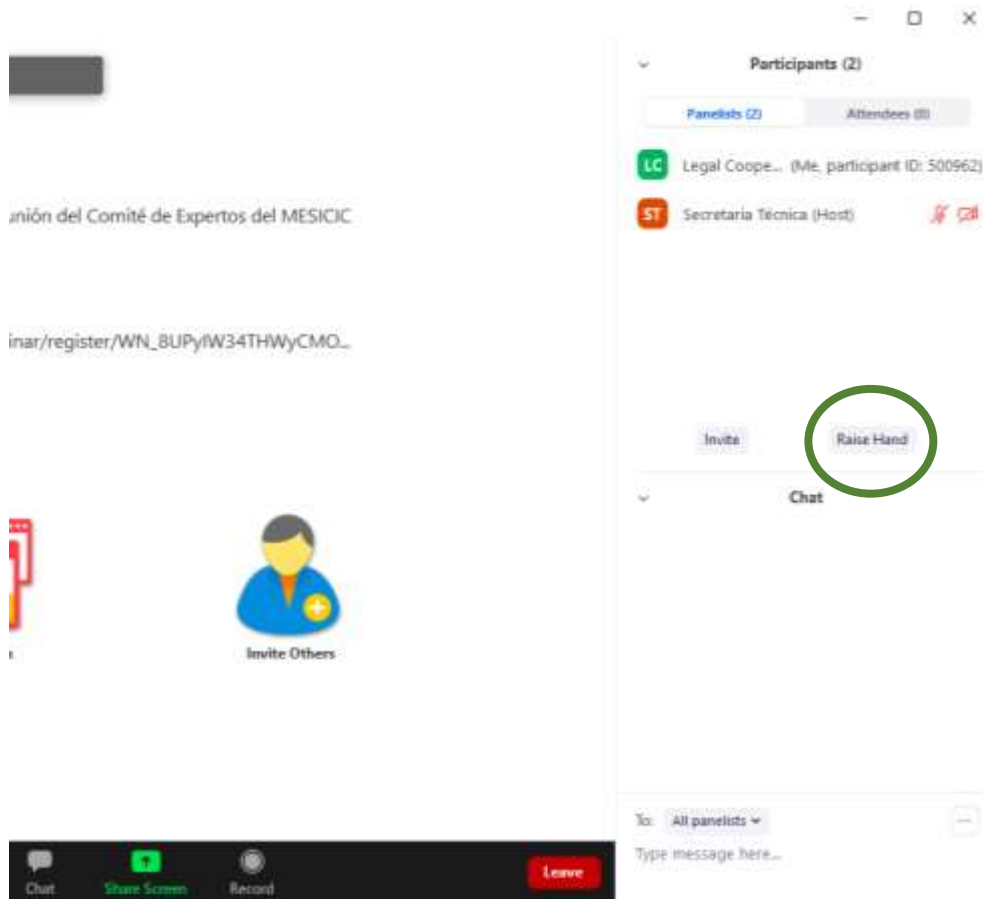
3. When your turn comes, the Chair will give you the floor and the Technical Secretariat will activate both your microphone and your camera. Please speak clearly and slowly, modulating your voice so that the interpreter can interpret correctly; also, please consider possible delays in sound transmission over the internet connection.

II. Requesting activation of the Alternate Expert's microphone

1. Should the Lead Expert consider it strictly necessary to receive the support of the Alternate Expert or another member of the delegation during the discussion of a particular topic, the Lead Expert shall request the floor (see instructions in the previous section) and ask the Technical Secretariat of the MESICIC to activate the microphone of the official in question.

2. Should the Lead Expert have to withdraw temporarily from the meeting, prior to his/her withdrawal the Lead Expert shall request the floor (see instructions in the previous section) and inform the

MESICIC Technical Secretariat that the Alternate Expert from his/her country is to assume the role of speaker. The Technical Secretariat will activate the use of that Expert's microphone and camera.

III.   Interventions/presentations

1. Given the time constraints, Experts are requested to make their interventions and/or presentations in a concrete, brief, and summarized form.

2. In addition, we ask the Lead Experts to speak clearly and slowly so that interpreters can have the time to interpret and handle the relay, taking into account possible delays in sound transmission over the internet connection.

3. With respect to those presentations that have a predetermined maximum time, the Technical Secretariat will keep track of time and indicate the remaining and completion of time during the presentation.

IV.   Chat

1. The chat must be used only for substantive issues such as sending alternative proposals on the text of documents being considered by the meeting.

2. Do not use the meeting chat for any communication other than set out in the preceding paragraph. Messages and questions for the moderator sent by chat will not be answered; if you want to ask a question or share a remark, please request the floor. If you wish to request the floor, please follow the instructions set out in section I of this document, in the chapter "Organizational issues for the Thirty-Seventh Meeting of the MESICIC Committee of Experts."

3. During the meeting, the Zoom chat function will not be monitored except as described in paragraph 1 above. If you need technical support, please follow the instructions set out in section V of this document, in the chapter "Technical instructions for the use of the Zoom Platform tools."

V.   Shared Screen

1. In those discussions where specific documents are to be presented, the Technical Secretariat will share the document over the Zoom system. The system interface will change as shown below. If you want to see the list of participants, click on the button "**Exit Full Screen**" in the upper right of your screen or press the "**Esc**" key.

Use the "Exit Full Screen" button to see the list of participants.
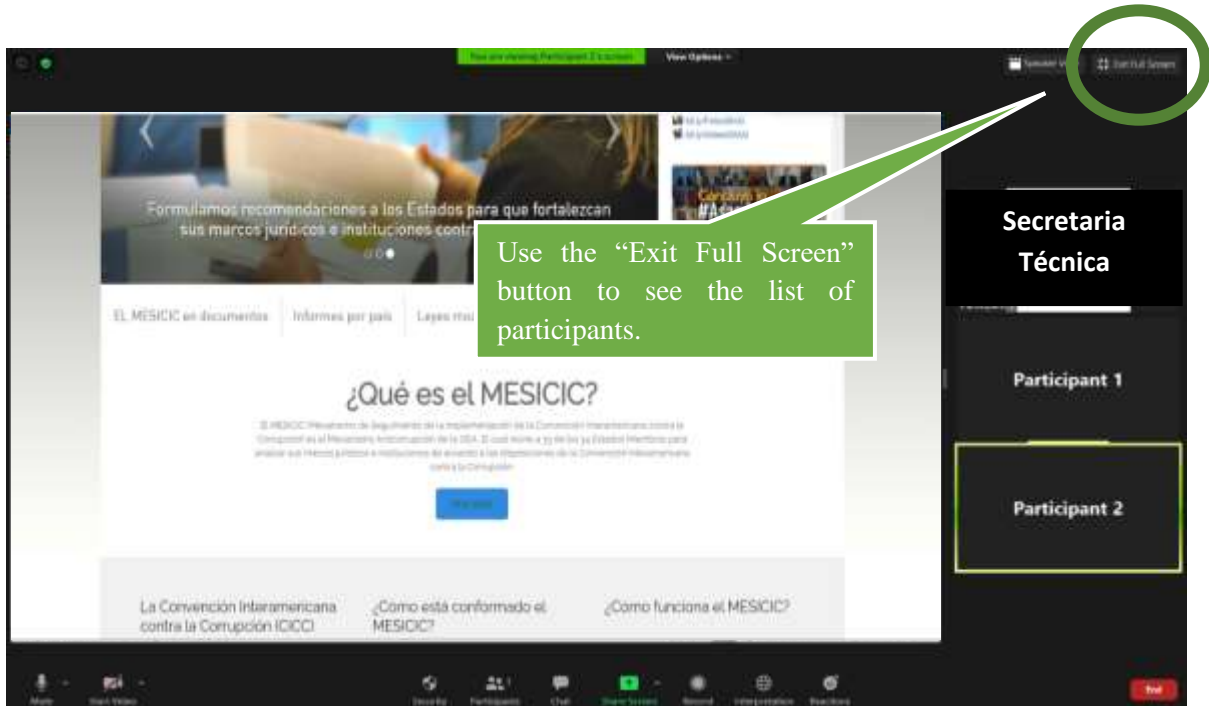
Security and Confidentiality

1. **To assure the confidentiality and Security of the virtual Meeting of the Committee, each session will have its own link and password. In addition, given the confidential nature of the information that will be shared during the (virtual) Meeting of the Committee, only those Experts and officials identified to the Technical Secretariat by their States.**

2. **Given the confidential nature of the information that will be shared during the (virtual) Meeting of the Committee, all participants must protect its confidentiality and may not divulge it by any means or record its sessions. By entering the session, the Expert agrees, first, not to disclose the information shared and provided during the session; second, not to record the session; and third, not to share the session's discussions with either the media or on social networks.**