Welcome to IFES Webinars!

How to participate in an IFES Zoom webinar
Please select the link that is provided once you register on the RSVP page [here](#). If you do not have the link, please email [ndiossy@ifes.org](mailto:ndiossy@ifes.org).

- If you are participating via a desktop or laptop computer, you can either [download the Zoom app](#) or participate via your web browser.¹
- If you are participating via an [Android], [iOS] or [BlackBerry] phone or tablet, you will need to download the Zoom app.
- When you join, your audio and camera should be turned off by default. You can check the settings at the bottom left of the Zoom screen.

Webinar Etiquette
- Keep your microphone *muted* to avoid background noise for other participants.
- To avoid confusion, please do not unmute your microphone and talk until the moderator has asked you to do so (could be through an interpreter). If you wish to ask a question to one of the speakers, it is normally better if you type this (in English) using the chat function (see below).

![Checking your audio settings](#)

- If you have a problem hearing, try turning off your camera/video for a better connection. Note that given the amount of participants in the meeting, some pauses/lapses in audio and video are to be expected due to bandwidth issues.
- If that does not work, you can select “Leave Meeting”, and re-enter clicking the original link.
- Also check the audio setting by clicking the arrow next to the “Unmute button” (if you are connecting via a smartphone or tablet, you should press the “Audio” button and select “Call via Device Audio.”)
- Close programs you do not use, and which may reduce your bandwidth. Ensuring other unused devices in your household/working station are disconnected from the internet may help with bandwidth as well.
- If you are using video, please ensure sufficient lighting so that others can see you well.

¹ Supported browsers are Chrome, Internet Explorer, Edge, Firefox and Safari.
• If you would like to ask a question or make a comment, please press the Chat button at the bottom of the Zoom screen and type in your question or comment.

![Chat when using a computer](image)

• If you are connecting through a smartphone or tablet, you must first select “More,” and then select “Chat.”

![Chat when using a phone](image)

• If you want to chat directly to the moderator, you can do so by selecting “Send to:” select the moderator. If you want to ask a question during the webinar, you are however free to send this to “Everyone.”

**How to use simultaneous interpretation**

For this webinar, we will use simultaneous interpretation into Armenian, English, Georgian, (North) Macedonian, South Slavic language and Russian. Please note that you will hear all that is said in English interpreted into your preferred language. However, when someone speaks in another language, interpretation will only be provided into English. You can hear what this person says by either switching to that language, or by switching to English to hear the interpretation.

When the interpreter is providing simultaneous interpretation, (s)he can still hear you. To avoid confusion, please keep your microphone muted and do not talk to the interpreter.

When you join the call, please press the button that says “**Interpretation**” (it may alternatively say “Languages” or a particular language such as English) at the bottom of the Zoom screen and select the language that you prefer to listen to. If you are connecting using a phone, select “More”, then “Languages”, after which you select your preferred language (see the table below)

![Selecting language when using a computer](image)
Guidance for participating in IFES webinars

You may hear the voice of the original speaker as well as the interpreter, which may be confusing. To avoid this, please press the language button and then select “Mute Original Audio.”

If you are connecting through a smartphone or tablet, please press “More,” and then “Languages,” selecting the languages you prefer (see the table below). Only once you have selected your language will a sliding button appear allowing you to mute the original audio.

Unfortunately, the Zoom platform does not have options for all languages, so we have had to make some adjustments. Please look in the table below and select the language you want to listen to. This means that if you for example select “French,” you will hear the interpretation into Armenian. We apologize that there are not label options for all languages, but this is due to a limitation of the Zoom platform.

<table>
<thead>
<tr>
<th>The language you prefer to use</th>
<th>Please select the following Zoom option</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>English</td>
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<tr>
<td>Russian</td>
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<td>Serbo-Croat/South Slavic</td>
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<td>Macedonian</td>
<td>German</td>
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<td>Armenian</td>
<td>French</td>
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<td>Georgian</td>
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Further information about Zoom simultaneous interpretation is available here.

We look forward to welcoming you to the IFES webinar!