



# SUSODCO Final Conference

16 March 2022

## How to join the ZOOM video meeting with interpretation

For those who have ZOOM and who are familiar with the platform:

Please make sure to download the latest version of the Zoom app from the [Zoom Download Center](#)

Link for the Webinar:

### Login details:

Join Zoom Meeting:

<https://us02web.zoom.us/j/86575804018?pwd=YTNiWXg5NStjSDh1UTVZWGV3MjBoZz09>

Meeting ID: **865 7580 4018**

Passcode: **131297**

**Please note** that as we are using interpretation, you will need to have the **latest version of the Zoom App**, for the interpretation module to be visible and to be able to use all the language options.

For those who do not have ZOOM:

### STEP 1: INSTALL ZOOM:

The web browser client will download automatically when you start or join your first Zoom meeting.

However, it is also available for manual download here: [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting).

A screenshot of the Zoom website's download page. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS &amp; PRICING, CONTACT SALES, RESOURCES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main content area is white and titled "Zoom Client for Meetings". Below the title, it says "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." There is a prominent blue "Download" button. To the right of the button, it says "Version 5.9.6 (3799) (32-bit)". Below the main button, there are two smaller links: "Download 64-bit Client" and "Download ARM Client".

Please install the latest Zoom software. As we are using interpretation you will need to have the latest version of the Zoom App for all the languages of the interpretation module to be visible.

Zoom enables you to a system test of your microphone and speakers after installation.

## STEP 2: JOIN MEETING:

Visit : [www.Zoom.us](http://www.Zoom.us)

Click **join a meeting** and enter the

Meeting ID: **865 7580 4018**

Passcode: **131297**

Alternatively, click on the link:

<https://us02web.zoom.us/j/86575804018?pwd=YTNiWXg5NStjSDh1UTVZWGV3MjBoZz09>

**If requested** enter the:

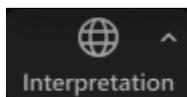
Meeting ID: **865 7580 4018**

Passcode: **131297**

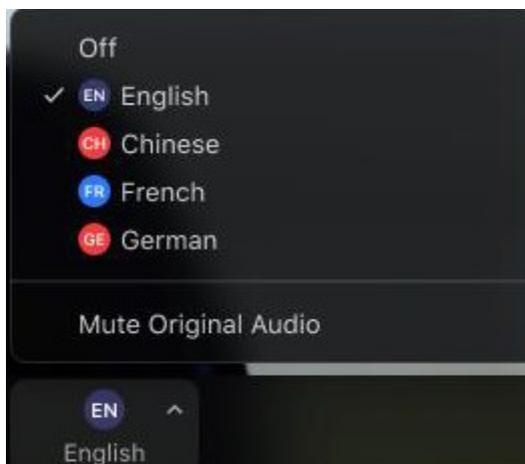
***Please note that it is NOT POSSIBLE to join the meeting by phone as you cannot select the language for interpretation.***

## STEP 3: INTERPRETATION:

1. Once you are in the call, please look at the bottom black bar and find this button:



2. Then select your language:



You can use the mute original audio option if you find it is distracting to have original language in the background for a certain speaker, but remember to click back if someone speaks your language.

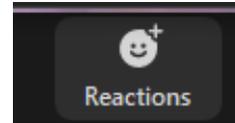
You will not hear anything if it is muted. Only when an interpreter translates would you hear sound on your channel.

If you are having issues in getting the function to work, try turning “Off” the function and “on” again by clicking the language you want interpretation for.

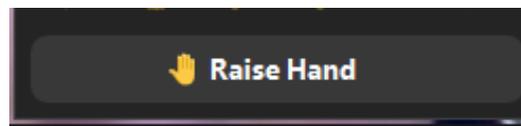
#### STEP 4: REQUEST TO SPEAK:

The host of the meeting will mute all participants at the beginning of the conference.

If you want to ask a question, please go to the Reactions button



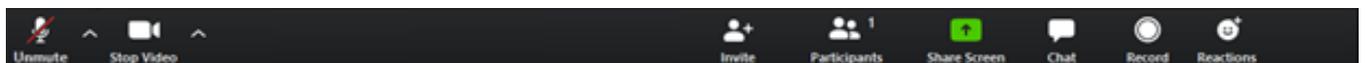
and click on the Raise hand icon.



When the moderator gives you the floor, please unmute your microphone **(1)** and turn on your video **(2)** if it is not already on, so the interpreters can see you.

After your contribution, please mute your microphone again.

**(1)**    **(2)**



#### ANY OTHER ISSUES?

Please mention it first via the “chat” option.

If issues persist, close Zoom, restart your computer and re-enter the meeting

#### GENERAL MEETING GUIDELINES

- We suggest all participants to make sure that their name AND organization are indicated under their image so that everybody knows who is speaking. **To do this, go to the Participants’ list on the right side of the Zoom window, hover over your name and click on the ‘Rename’ button: Put your First name – Last name – Organisation.**
- Please wear headphones to avoid feedback when you speak, as this call is being interpreted.
- Keep your microphone muted at all times, unless you have the floor to speak.
- Speak slowly and close to the microphone.
- Mute the microphone as soon as you have finished speaking.
- Ensure you join the call early to test everything before the start of meeting.
- The meeting will be open at 9:45 am before the start to help test with you.