



**AD HOC COMMITTEE**

To Elaborate a Comprehensive International Convention  
on Countering the Use of Information and  
Communications Technologies for Criminal Purposes

# ZOOM GUIDE TO MEETINGS

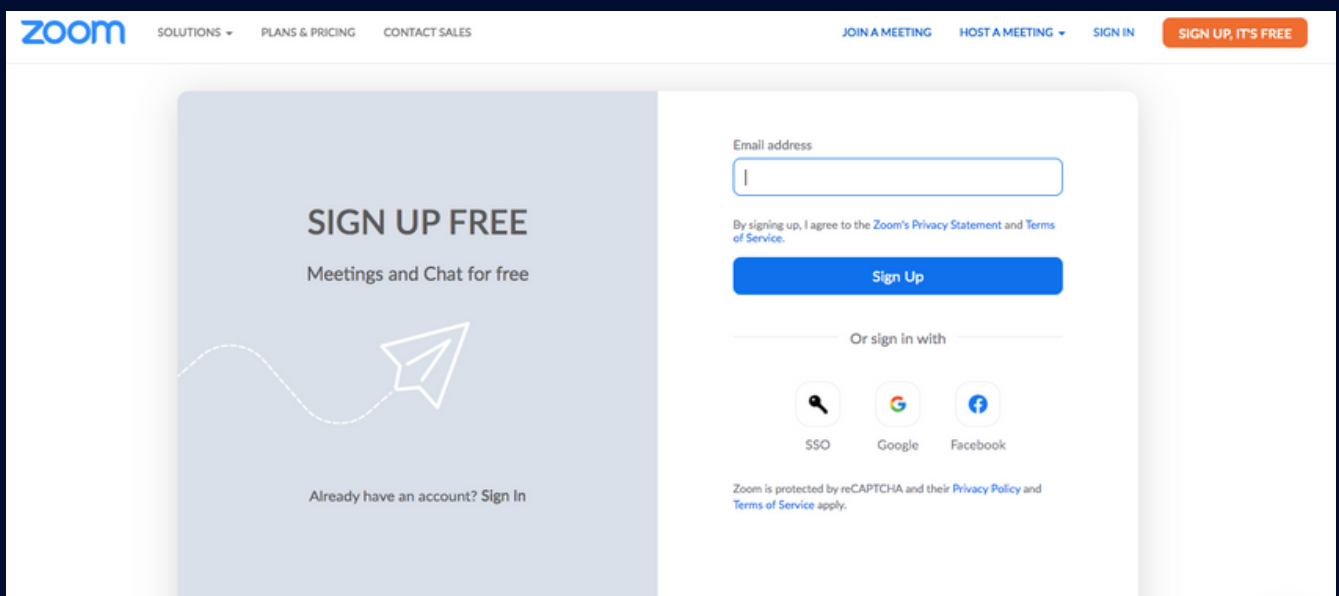


## 1 - REGISTRATION

Once you are registered for a meeting of the Ad Hoc Committee as an online participant, you will receive a zoom link.

## 2 - ZOOM LOGIN

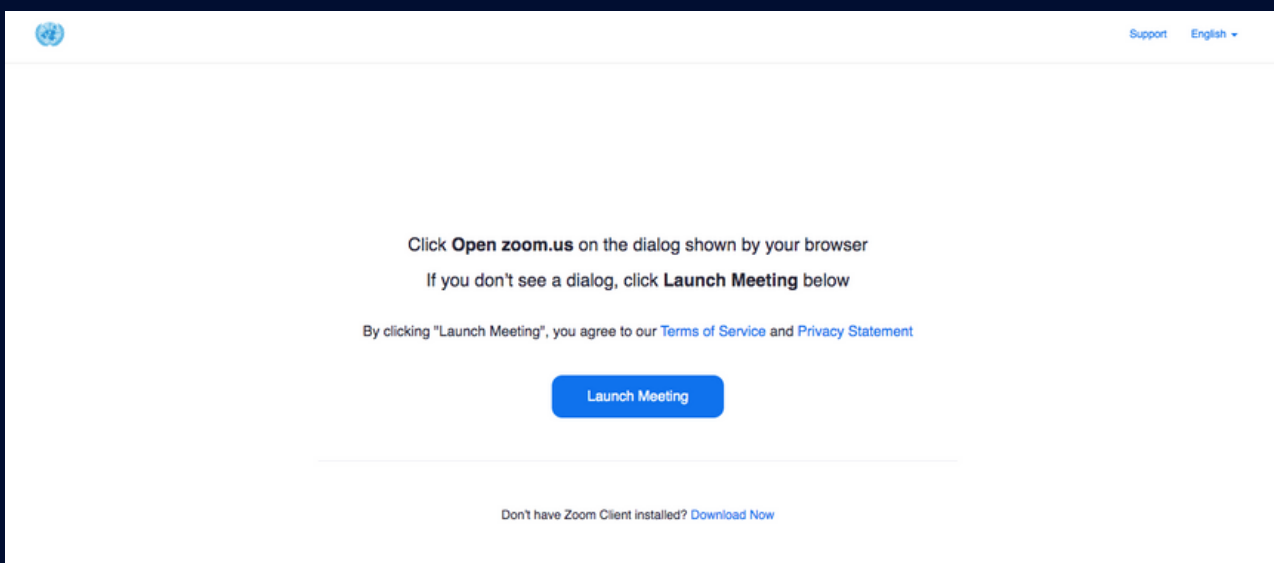
Before the meeting starts, please sign up for a free Zoom account (in case you do not have one). Please access <https://explore.zoom.us/docs/en-us/freesignup.html> , enter your email address and Zoom will send you an activation email. When you receive the activation email, click the link to activate your account and create a password. Participants that do not have a Zoom account will not be able to join the meeting.



The image shows a screenshot of the Zoom website's sign-up page. The page has a white background with a blue header. The Zoom logo is in the top left corner. The header contains navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button labeled SIGN UP, IT'S FREE. The main content area is split into two columns. The left column has a light blue background and features the text 'SIGN UP FREE' in large, bold letters, followed by 'Meetings and Chat for free' and a paper airplane icon. Below this is a link: 'Already have an account? Sign In'. The right column is white and contains a sign-up form. It starts with an 'Email address' label and a text input field. Below the input field is a line of text: 'By signing up, I agree to the Zoom's Privacy Statement and Terms of Service.' followed by a blue 'Sign Up' button. Underneath the button is the text 'Or sign in with' and three social login options: SSO (with a key icon), Google (with the Google logo), and Facebook (with the Facebook logo). At the bottom of the right column, there is a small disclaimer: 'Zoom is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply.'

### 3 - ZOOM DESKTOP - DOWNLOAD AND SIGN IN

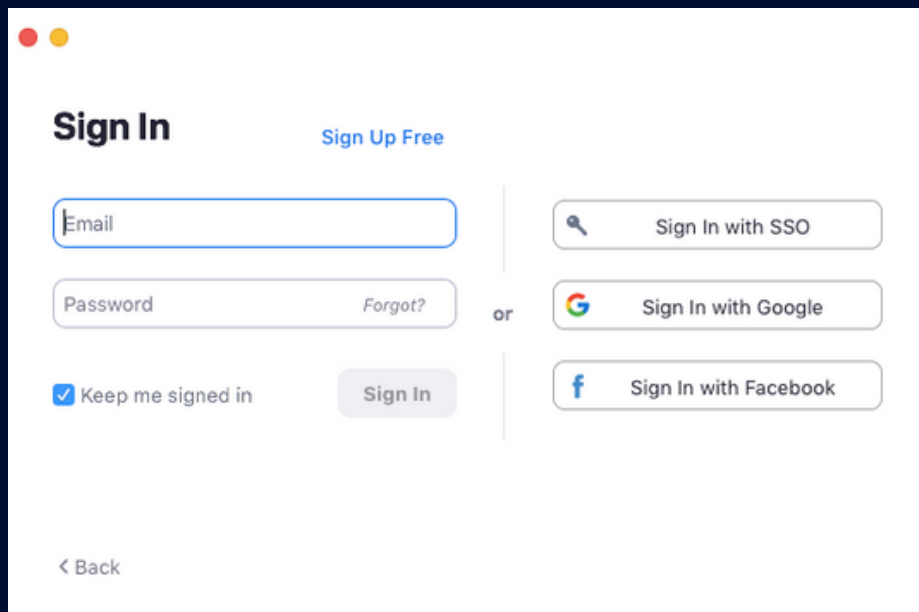
·To join the meeting, click or copy and paste the meeting link into the browser of your video communication ready device with high speed internet. If you have used Zoom with your device before, the meeting will launch upon click. If you have not used Zoom yet, click « download now »



·After downloading, launch the app and click on sign in.



- Enter the email address and password you have created previously, and click « Sign In »



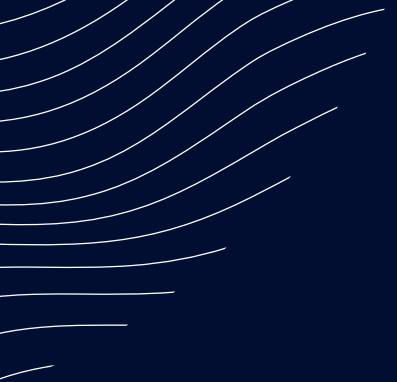
The image shows a 'Sign In' form with the following elements:

- Sign In** (bold) and [Sign Up Free](#) (blue link)
- Email
- Password [Forgot?](#)
- Keep me signed in
- 
- or
- [< Back](#)

## 4 - JOINING A MEETING & NAMING CONVENTION

- Please join the meeting preferably 60 minutes prior to the start to allow for smooth onboarding and to resolve any technical issues that may arise. Verify that your device is working correctly and modify your name in line with the naming convention, if needed.

Naming convention - please use the following format for your name:  
Country/Organization, First name Last name



·You can join an online meeting through the email invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone, or with an H.323 or SIP device.

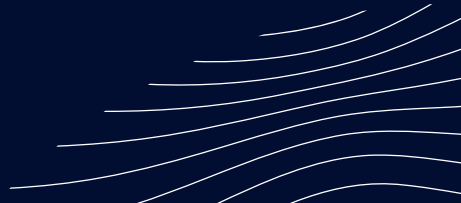
Before joining the meeting, always log out and close applications that use the camera and microphone, as the web application cannot take over these resources if they are being used by other applications.

To join the meeting through the email invite : click or copy and paste the meeting link into the browser of your video communication ready device with high speed internet. Afterwards, click « Launch Meeting »

·To join the meeting from the Zoom desktop : open the zoom desktop, sign in, click join, enter the meeting ID/password and your display name and click join again.

·We strongly advise you to watch the following tutorial videos ([video1](#) and [video2](#)) showing, respectively, other ways to join a Zoom meeting, and the basic In-Meeting Navigation.

·Alternatively, please consult the guide on joining a Zoom meeting (available [here](#)), as well as the guide on using the interface, including the different functions, tools and features (available [here](#))





Please, keep your microphone muted when not speaking.



During the meeting, online participants may ask for the floor if needed through the "raise hand" function.

·Always use headphones and a stand-alone microphone or a headset with a microphone in order to eliminate echoes while taking the floor. Avoid the use of Bluetooth headphones.



Please turn your camera on while taking the floor

·Try to have the camera at the same level as your head, not far below or above. Find a stable place for your camera and avoid moving it around.

·Please join the meeting preferably 60 minutes prior to the start to allow for smooth onboarding and to resolve any technical issues that may arise. Verify that your device is working correctly and modify your name in line with the naming convention, if needed.

·If you encounter any technical issues on the day of the meeting, please contact [unvc@un.org](mailto:unvc@un.org) for assistance, with reference to Zoom or eBMS# along with your phone number, where the technician may reach you. Alternatively, please contact +1 212 963 8648, option 1 or +1 212 963 8649.