2023 WIPO Intellectual Property Judges Forum
Zoom User Guide

In this guide, you will find information on:
- Zoom download and setup;
- Joining the meeting;
- Meeting settings: language, audio and video;
- List of participants and chatting;
- **Participating with questions and comments; and**
- **Troubleshooting.**

Before the Forum

Use of the Zoom client application is <u>strongly recommended</u>, in order to have full access to the functionalities of the Zoom meeting, including simultaneous interpretation.

To download and install the Zoom client application:
Go to https://zoom.us/download. From the Download Center, click on the Download button under "Zoom Client for Meetings" and install it.

When you will click on a Zoom meeting link, a popup window will appear in your browser to prompt you to use the Zoom client application. Click "Open Zoom.us application".

For mobile devices:
You may download the Zoom client application from the App Store or the Play Store.

It is recommended to check for updates to the Zoom client application before using.

Set up for the smoothest audio experience

For the best audio experience, a stable internet connection and a quality audio headset are key.

Use a wired internet connection if possible, and plug your computer into a power outlet
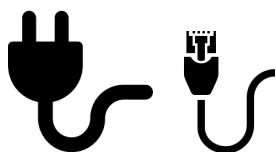
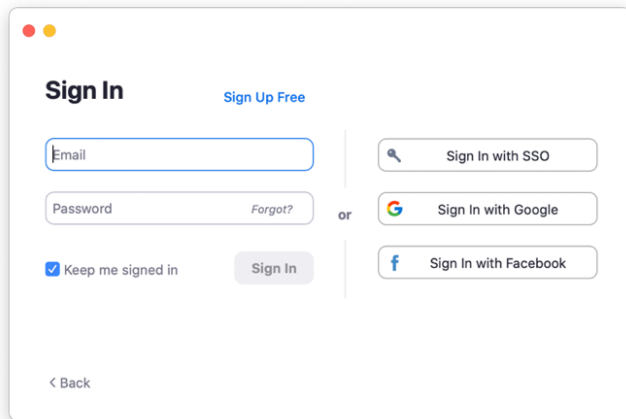Use a headset / earset equipped with a microphone, to mitigate background noises and echoes

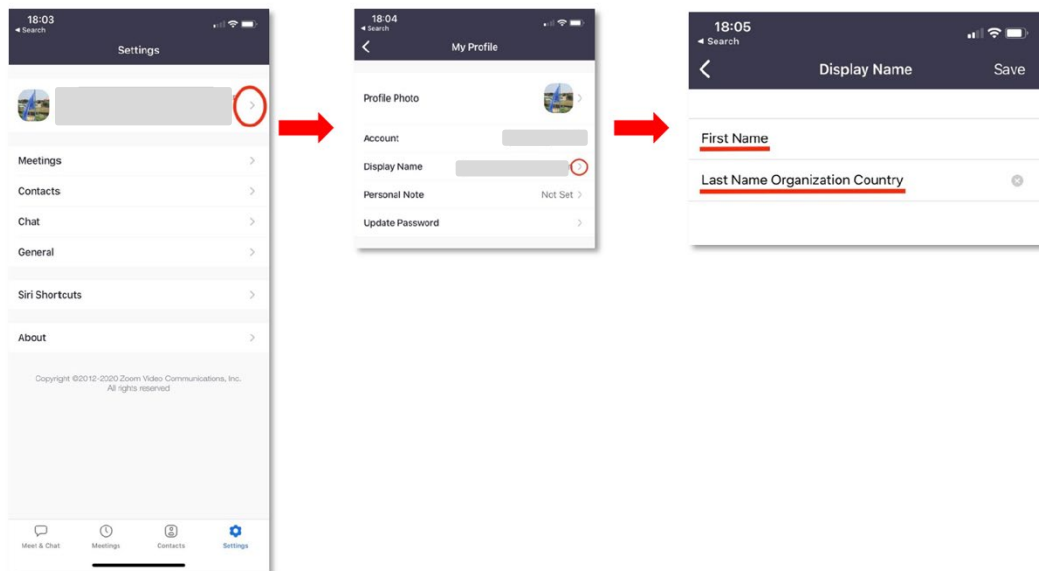Choose a quiet place with minimum noise

Log in to the meeting

In the Zoom application, create or sign in to your Zoom account.

- Or in the mobile application:

Joining the meeting

Join the Forum using the personalized link sent to you through Zoom.

Important: This link is personal to you and cannot be shared.

Once the connection established, you will be in the waiting room.
Wait for the host to give you access.

Meeting settings

Language

Simultaneous interpretation is available in the six official WIPO languages:
English, Arabic, Chinese, French, Russian and Spanish.

Use the "Interpretation" button to select the language in which you wish to listen. The original language will continue to be audible at a lower volume, unless you select "Mute original audio".
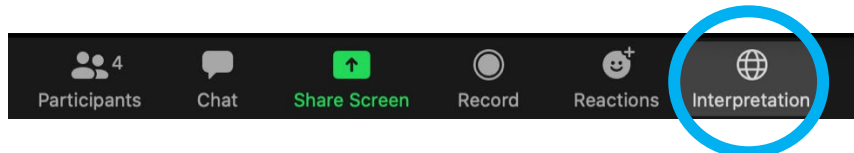
Audio settings

Once in the meeting, use the arrow next to the microphone to check the audio settings, and to select the correct device.
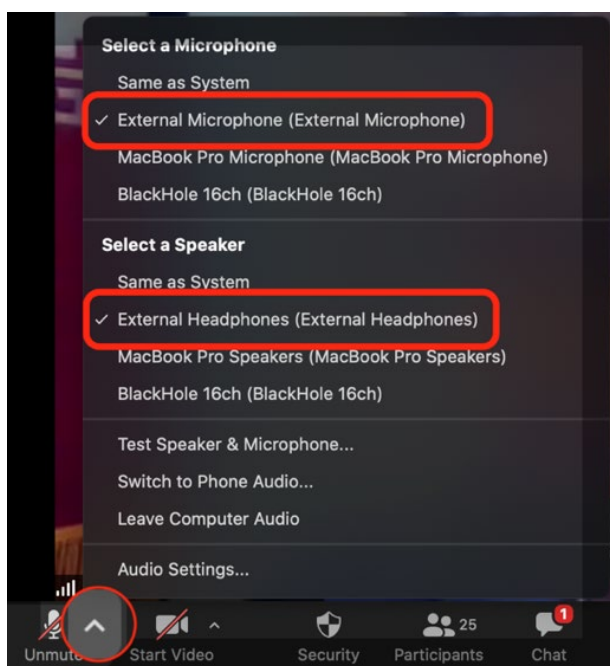

Camera and microphone

When you log in, your camera and microphone will be disabled by default.

When you are invited to take the floor (following the process for questions and comments explained below), the host will enable you to unmute your microphone (you will receive a notification).

List of participants

A list of all participants connected to the meeting remotely is available by clicking the "Participants" button.
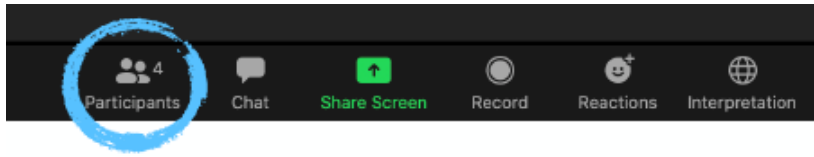
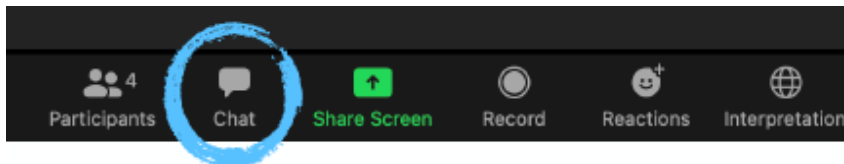This will reveal a box on the right hand side, which also includes a "Search" box.
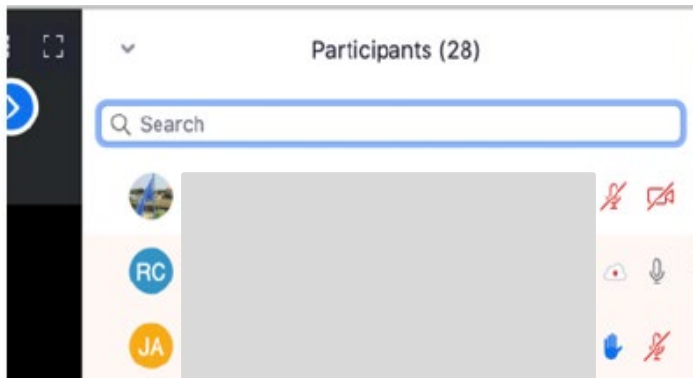
Chat function

The chat may be used for sharing questions and comments.

Click on "Chat" to open the chat box.

By default, your message will be sent to "Everyone" and will be visible to all participants. Alternatively, you may use the arrow to select a specific participant to whom you wish to send a message.
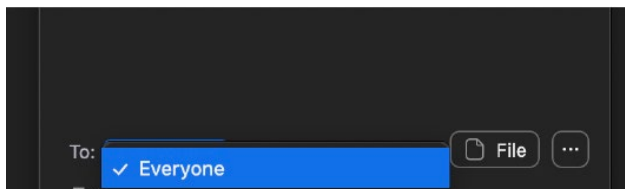
Participating with questions and comments:

Your active interaction is welcomed and valued. To ensure a smooth management of a large meeting with hundreds of participating judges, we request your assistance in following the below steps in sharing questions and comments:

1. Share your question or comment via a public message in the "**Chat**" box.

    Note: We will not use the "Raise hand" function. Please use the "**Chat**" box instead.

2. Subject to timing, you may be invited to present your question/comment via audio (and video, if you wish). The host will enable you to unmute your microphone.

3. You will receive a notification and must click on "**Unmute myself**" to be able to speak. You are welcome to also **start your video**.
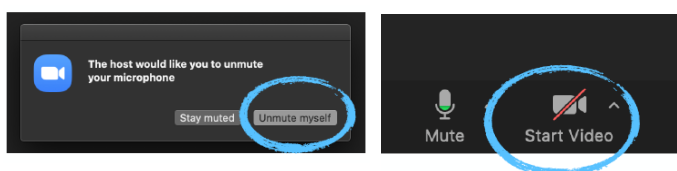
4. Make your contribution.

5. After discussion of your question/comment has ended, please mute your microphone and disable your camera. Please note that the meeting host may mute participants manually in facilitating the meeting.

We request your assistance in making your contributions as succinct as possible, to allow the maximum time for discussion and participation by others. We seek your understanding if it is not possible to cover all submissions in the time available.

Troubleshooting

Please refer to the below contacts for help with any technical issues. For private chats, the search function in the list of participants may be used to find the accounts mentioned below.

Technical support

If you cannot connect to the Zoom meeting, or require technical help during the meeting, you can contact the technical support staff:

-   By email to e-meetings@wipo.int
-   By private chat to **"WIPO Meetings"** in the participants list in Zoom.

Other questions

For any other general questions, please send a **private chat to "WIPO Judicial Institute"** in the participants list.