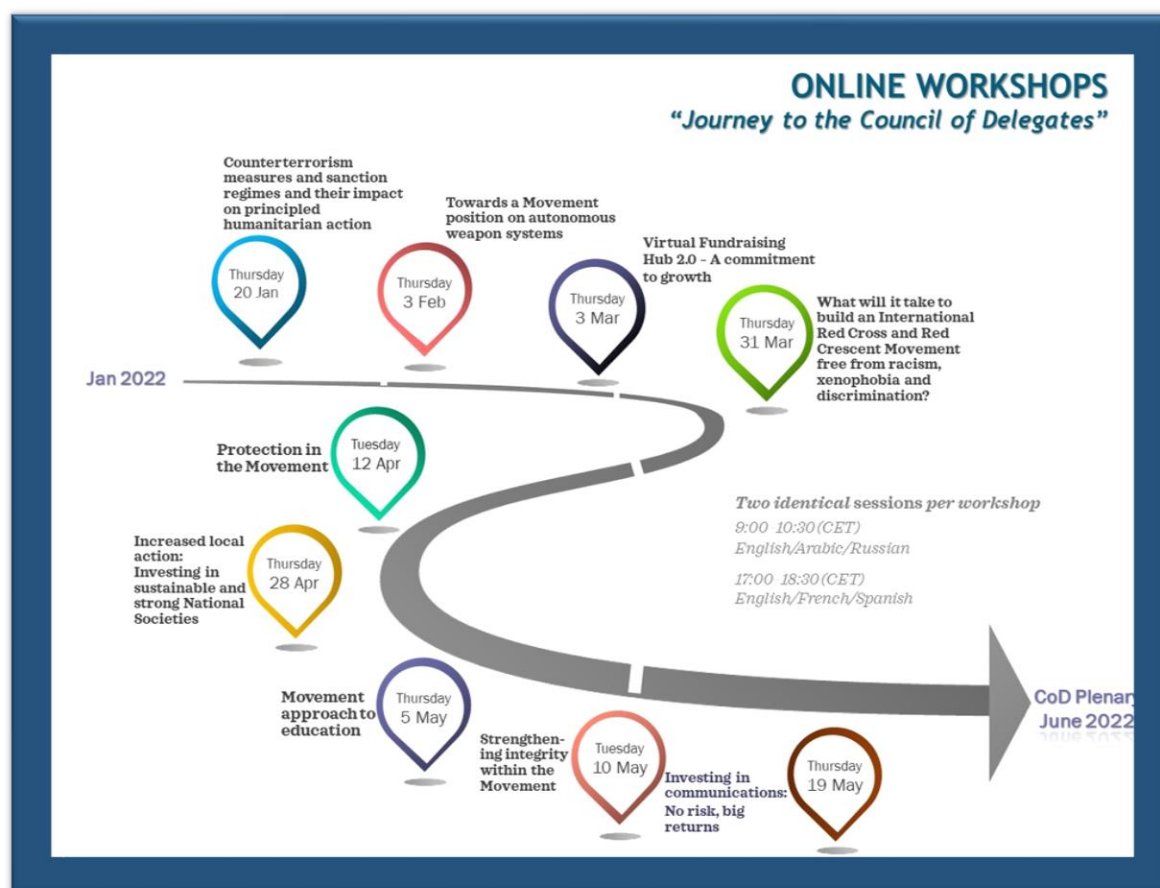


Council of Delegates 2022 - online workshops Registration and participation guide



Each workshop will run twice (identical sessions) on the same date.

09:00 - 10:30 (CET) English, Arabic, Russian

17:00 - 18:30 (CET) English, French, Spanish

To view the programme of the workshop and learn more about the detail of each workshop, such as the outlines, speakers etc., please visit the [workshops webpage](#).

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I. How to register for the workshop's session

1. Click on the following [link](#) to register for all the workshops of your choice
2. Select the language of your choice and click on "Register now". Please note that this site is only available in English, French and Spanish



3. Select the registration type

The screenshot shows the registration form for the 2022 Council of Delegates workshops. The top section has a dark blue background with the word "Delegates" in large white letters. Below it, the dates "20 January 2022—19 May 2022" and the time "09:00-18:30 CET" are displayed. A clock icon and the text "Viewing in Central Europe Time" are also present. Below this, there is a progress bar with a red circle containing the number "1". The text "Personal Information" is centered below the progress bar. The main section of the form is titled "* Registration Type" and contains two radio button options: "I am registering myself" and "I am a registration coordinator". The "I am registering myself" option is selected and highlighted with a red circle. To the right of the radio buttons, the text "Register yourself OR register your colleagues" is displayed. Below the radio buttons, the text "Participant Information" is displayed, followed by the instruction "Fill out the information below, then click Next".

4. Fill in all the required information. Mandatory fields are marked with *

Participant Information
Fill out the information below, then click Next to continue.

* Type of entity

Type of entity is required.

* Entity name

* Prefix

* First / Given Name

Middle Name

* Last / Family name

Please provide information in all mandatory fields marked with *

5. Select the workshops you wish to participate based on the subject and languages of your choice

1 2 3
Personal Information Events Selection Registration Summary

Events Selection
⌚ Viewing in Central Europe Time

20 January 2022

09:00-10:30 CET	Counterterrorism measures and sanction regimes and their impact on principled humanitarian action LANGUAGE: English, Arabic and Russian	Select
17:00-18:30 CET	Counterterrorism measures and sanction regimes and their impact on principled humanitarian action LANGUAGE: English, French and Spanish	Selected

3 February 2022

09:00-10:30 CET	Towards a Movement position on autonomous weapon systems LANGUAGE: English, Arabic and Russian	Select
17:00-18:30 CET	Towards a Movement position on autonomous weapon systems LANGUAGE: English, French and Spanish	Selected

Select workshops you wish to participate based on subject and languages

6. Review carefully all your registration details and read the terms and conditions before clicking on "Submit"

The screenshot shows a registration form with the following sections:

- Personal Details:**
 - Mr
 - Alternate e-mail Address: jain.geneva@gmail.com
 - Telephone: +41792173331
 - Title/ Function: co
 - Preferred language for documentation: English
- Also required in**
- Agenda:**

Item	Date
Sessions	
Counterterrorism measures and sanction regimes and their impact on principled humanitarian action	20/01/22, 17:00 - 20/01/22, 18:30 CET
Towards a Movement position on autonomous weapon systems	03/02/22, 17:00 - 03/02/22, 18:30 CET
- Terms and Conditions:**

Take a moment to review the terms and conditions for this event

I understand that some or all of the event will be recorded. This may include photography, videography and audio recording. During the registration process, I will indicate my wishes regarding non-necessary publication or sharing of my image or voice.

For more information on how IFRC and ICRC process personal data, please review our respective policies: [IFRC Policy on the Protection of Personal Data](#)

☒ **I agree to the terms and conditions.**

Read the terms and conditions before "Submit"
- Buttons:** Previous, Cancel, Submit

7. Once you have submitted your registration form the event team will review your request and approve it at earliest convenience possible.
8. When approved you will receive a confirmation email and your registration is considered complete.
9. A few days prior to the workshop of your choice, you will receive an email with a new link, inviting you to the workshop taking place in ZOOM.

For any technical questions or support on the registration platform, please contact event.support@ifrc.org

II. How to participate to a session of the workshops

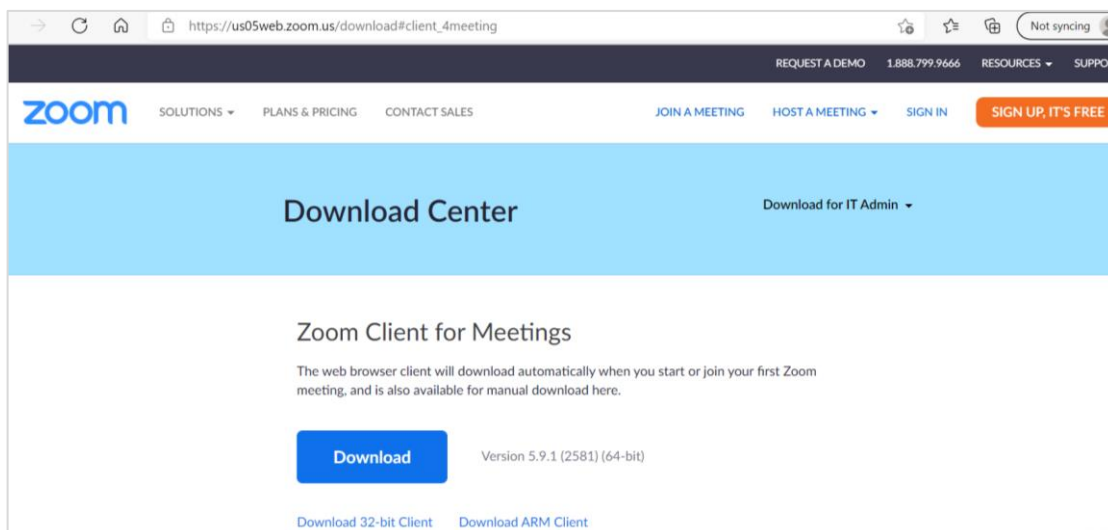
Once registered, a confirmation message will be sent to the email address provided during the registration. We will use the Zoom platform for the virtual workshop and the Zoom link will be sent to the email address provided prior to each workshop. We kindly request interested participants to register to the event as early as possible. Last minutes registration may entail delay of receiving the Zoom meeting link as we are not using the Zoom platform's registration system.

On the date of the workshop, please click on the ZOOM meeting link provided at the message to join the session.

*****This is a meeting within the Red Cross and Red Crescent Movement. Please do not share this weblink or connection details with anyone outside your National Society/organization*****

1. WHAT TO PREPARE

To ensure smooth functionality, please download or update the latest version of this software at: [Download Center - Zoom](https://us05web.zoom.us/download#client_4meeting). Please note that you do not need a Zoom account to attend the event.



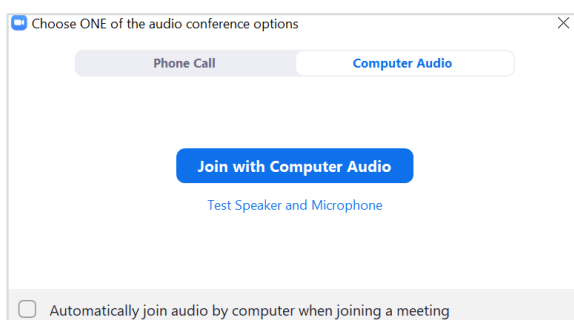
The Zoom room will open 30 minutes before every session.

When you sign in, please include your **National Society of affiliation and name** (e.g. XX RC – Sarah Smith).

We kindly invite you to use a **headset**. This will help you hear other participants and interpreters better. This will also allow them to hear you better.

To enjoy all functionalities of Zoom, we recommend that you use a computer (desktop/laptop) to attend the event.

Before joining the virtual space, please test and select your speaker and microphone by clicking on the link “Test Speaker and Microphone”



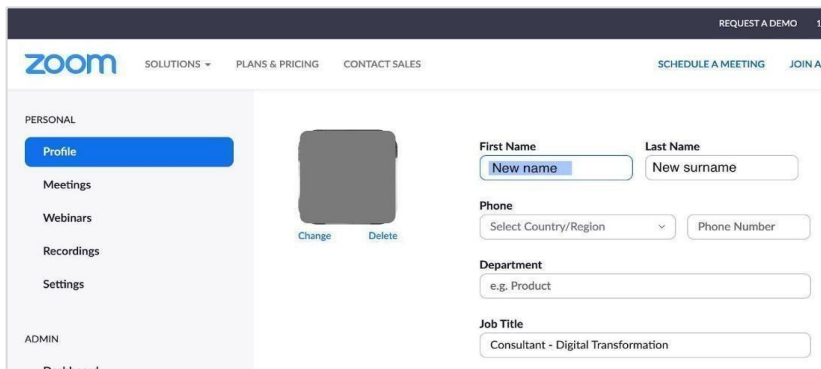
2. HOW TO EDIT YOUR NAME

Please make sure that you join the event with the **name of your National Society and your name** (e.g. XX RC – Sarah Smith).

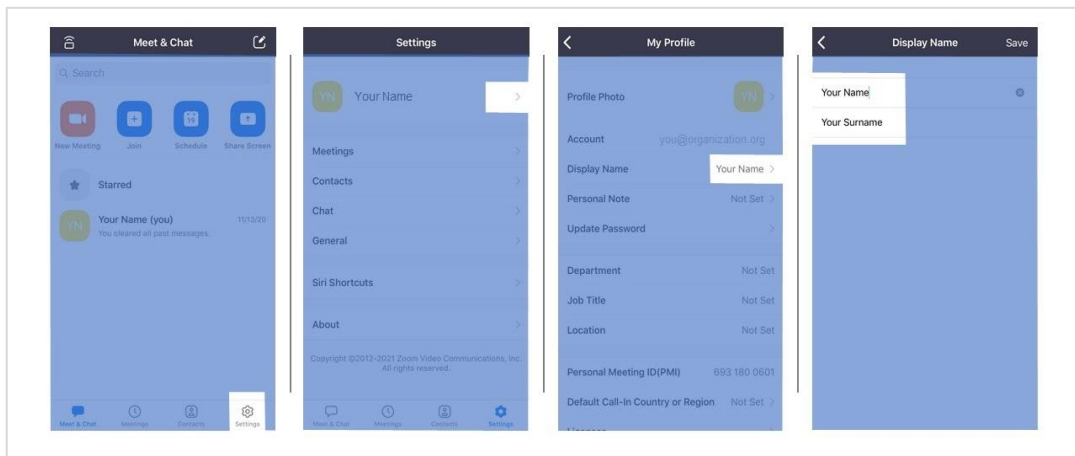
*****Joining with unidentifiable names, such as “iPhone” or “user”, will make access difficult*****

If you have a Zoom account

On a computer, you can edit your name on <https://zoom.us>. After signing into your account, select “Profile” and edit your name.



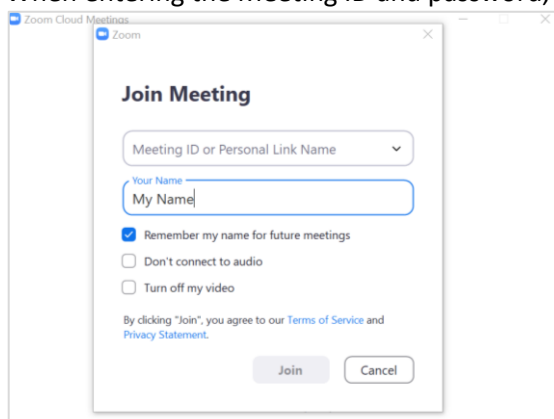
On a tablet or on a mobile phone app, select “Settings” > “My profile” > “Display name” and edit it.



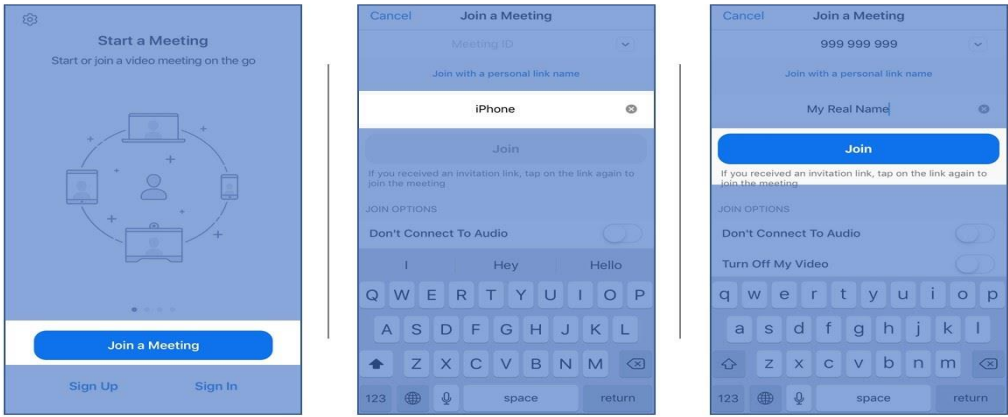
If you do not have a Zoom account

The best way to make sure that you can connect with your correct name is to join with the Meeting ID and password (and not with the Zoom meeting link you receive) using the “Zoom Client for Meeting” for computer (please download it from [Download Center - Zoom](#)) or Zoom app for smartphones or tablets.

When entering the Meeting ID and password, you have the possibility to edit your name.



Renaming on a smartphone (or tablet) app

		
Click on "Join a meeting".	<p>Leave "Meeting ID" <u>empty</u> if you are connecting through a Zoom link.</p> <p>Change your name and click on "return".</p>	<p>If you are connecting through a link, you can now click on the link.</p> <p>If you are connecting with the Meeting ID: add the ID and click on "Join".</p>

Editing your name while you are already in the meeting

Open the participants list and click on your name. Select "More" > "Rename" and edit your name.

III. Important notes for the online workshop session

1. ACCESS AND PRIVACY

Privacy of the workshop participants

We take privacy and security seriously. The workshop sessions are open to all leaderships, staffs and volunteers within the Red Cross and Red Crescent Movement. While this allows us to be inclusive and representative of diverse voices, we recognize also potential implications this may have for participants who have taken risks to present and participate as it allows participants to view the identity of all participants. Please respect the privacy of the other participants by not recording, photographing, or posting on social media anything that may identify other participants, without their permission.

Recording of the sessions

The workshop sessions will be recorded.

Join the meeting with the name of your National Society and your name

We would ask you to join the Zoom meeting with your name as we want to make sure that we do not have any uninvited guests (see the section “How to change your name before a Zoom meeting” at the Zoom meeting guide).

We will check your identity before letting you in. Following the instructions above will help us admit you swiftly to the Zoom virtual meeting room.

Joining with unidentifiable names, such as “iPhone” or “user”, will make access difficult

2. VIDEO AND MICROPHONE

To reduce audio interference and bandwidth, the video and microphone will be turned off automatically by the meeting administrator when joining the meeting. Participants will only be allowed to turn on their video and microphone when they take the floor.

3. DEBATE

No participants may take the floor without permission from the chair/moderator/facilitator.

To ask to take the floor, the participants can either use the raise hand button or send a message at the chat box. Then wait for the chair/moderator/facilitator to call the name to take the floor.

4. RESPECT FOR THE FUNDAMENTAL PRINCIPLES OF THE RED CROSS AND RED CRESCENT

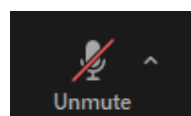
The Fundamental Principles – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality – are defined in the [Preamble of the Statutes of the International Red Cross and Red Crescent Movement](#).

All participants shall respect the Fundamental Principles during all the online workshop sessions.

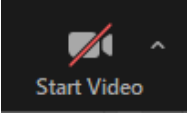
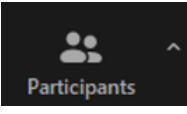
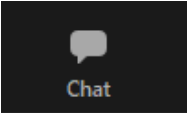
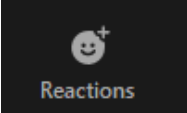
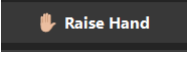
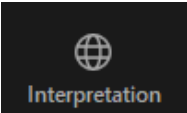
IV. HOW TO USE ZOOM DURING THE EVENT

1. ON A COMPUTER

Once in the meeting, move your cursor to the bottom of the screen on your desktop. A **menu bar** will appear with the following icons.

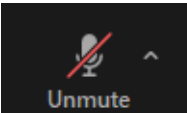
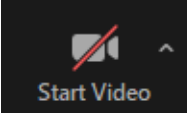
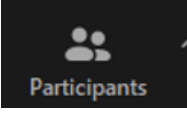
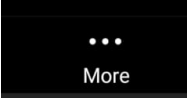


Use the mic icon to mute and unmute yourself. We would appreciate it if you could stay on mute until you are invited to take the floor.

	Turn your video on and off.
	See the list of participants.
	Use the chat feature to contribute with questions and comments during the meeting. Before we begin the meeting, please feel free to select “to everyone” and to briefly introduce yourself.
 	<p>To ask to take the floor, click on the “Reactions” button on the Meeting Controls.</p> <p>From the pop-up menu click on “Raise hand” and wait for the moderator to give you the floor before unmuting yourself.</p>
	To follow simultaneous interpretation, click on the icon “ Interpretation ”. Select the language from the pop-up menu.

2. ON A TABLET OR A SMARTPHONE

On a tablet, the menu bar is at the **top** of the screen. On a smartphone, it is at the **bottom**.

	Use the mic icon to mute and unmute yourself . We would appreciate it if you could stay on mute until you are invited to take the floor.
	Turn your video on and off .
	See the list of participants .
	<p>Click on “More” to access more options, including:</p> <ul style="list-style-type: none"> • Chat, • Raise Hand, • Language Interpretation. Please make sure you validate your selection by clicking on “done”.

V. TROUBLE SHOOTING GUIDE

1. CAMERA ISSUES

When you join the meeting, your camera is automatically turned off and you will need to activate it manually by clicking on “Start video”. If you still have issues, please refer to the guidelines below.

- Make sure you are selecting the correct camera: <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
- Privacy settings might be blocking your camera.
 - If using MAC, please follow these steps: <https://support.zoom.us/hc/en-us/articles/360016688031>
 - If using Windows, please follow these steps: <https://support.microsoft.com/enus/help/4468232/windows-10-camera-microphone-and-privacy>
- Download plugins or update webcam drive for Lenovo devices:
 - Go to: <https://support.lenovo.com/ch/en/>
 - Scroll down to resources and go to drivers and download
 - You will be requested to add your computer number or machine type (you can look this up [here](#)).
 - Download the webcam drive
- To download plugins for other models, go here and select from the list: <https://support.zoom.us/hc/en-us/articles/202952568-My-Video-Camera-Isn-t-Working>

2. MICROPHONE ISSUES

“My microphone isn’t working / others don’t hear me”

- Make sure you authorized Zoom to use your microphone.
- Make sure you are selecting the correct microphone (if you see different microphones from the dropdown list in your microphone settings in Zoom, please try another one and run the test microphone icon): <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

3. SPEAKERS ISSUES

“I can’t hear the speakers in the meeting at all”

Make sure you are selecting the correct speakers (if you see different speakers from the dropdown list in your audio settings in Zoom, please try another one and run the test speakers icon): <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

4. CONNECTION ISSUES

- Check your Internet bandwidth using an online speed test, such as [nperf](#), [Speedtest](#), or [Comparitech](#)
- Try to connect directly via Wired (if your internet router has wired ports) by using an ethernet cable
- Use a WiFi extender such as [Amped Wireless](#) or [Linksys](#) to increase the distance and strength of your WiFi signal
- Turn off company VPN if active

VI. CONTACT DURING THE SESSION

Should you still experience any technical difficulties during the event, please contact conferences@rcrcconference.org