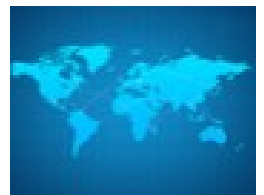


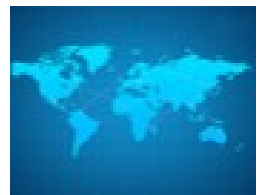
# Agenda item 1

## Meeting protocol



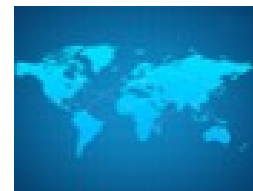
# Recording

- The BIML will record the CIML meeting so minutes can be drafted
- By participating in the meeting, you consent to the recording



# Audio

- **Please keep microphone muted** unless you take the floor
- Turn off all sound notifications on your devices (including mobile phones) while you are speaking
- Ensure there is no background noise or echo



# Zoom screen name

Please use the following formats:

## Member States and Corresponding Members:

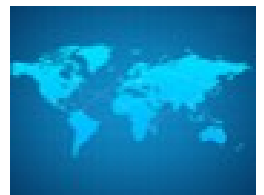
CC – Firstname FAMILYNAME

(where CC is your two-letter ISO country code)

## Organisations in liaison:

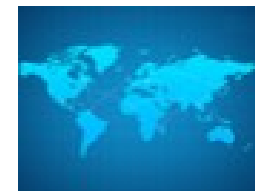
LIAISON INSTITUTION – Firstname FAMILYNAME

IODNW – Robin SMITH



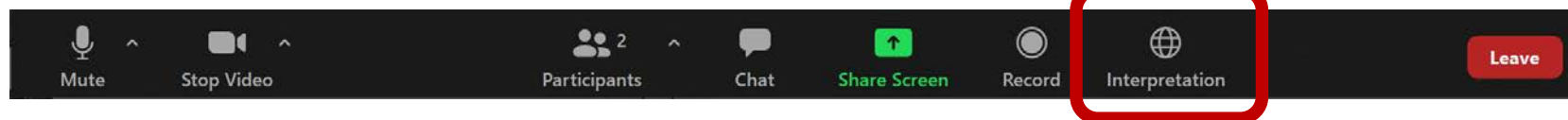
## Zoom screen name

- The BIML may change your screen name to align with these formats
- This helps with keeping track of participants in the meetings
- If your name is changed by the BIML, please don't change it back!
- Any name changes will be lost if you leave the meeting and rejoin, so please ensure you correct your name again

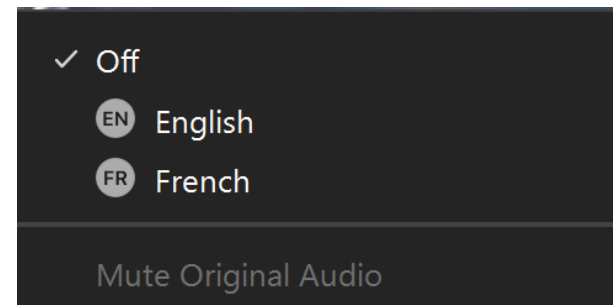


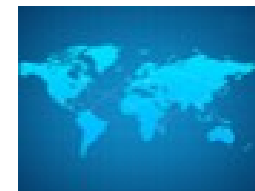
# Meeting languages

- The meeting will be held in English and in French, with simultaneous interpretation
- To open the language options, click on the “Interpretation” icon on the toolbar:



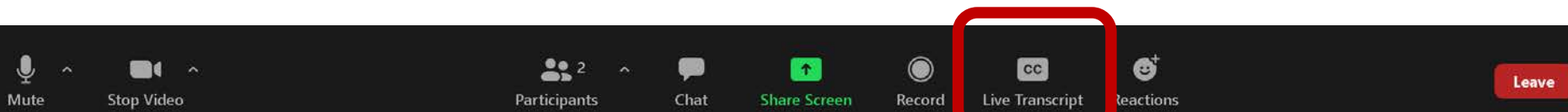
- You will see the available options:
- Select the language you want to listen to



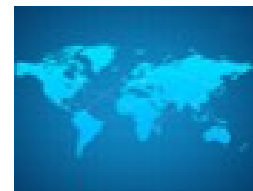


# Live transcript

- You can also turn on a live transcript of the meeting
- Turn it on by clicking on the “Live transcript” icon on the toolbar:

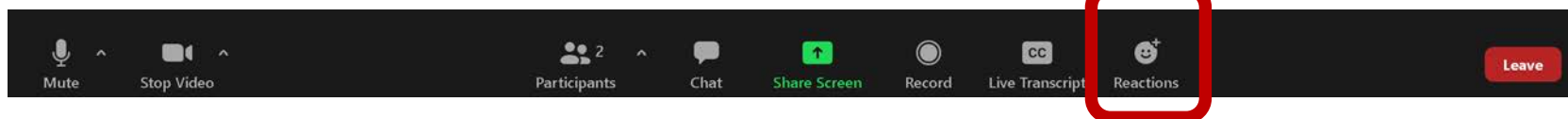


- This function only works with English speech
- **Please note:**
  - The quality of the transcript is highly dependent on accent and clarity of the speaker
  - Warning! Names, uncommon and technical terms often get strangely transcribed!

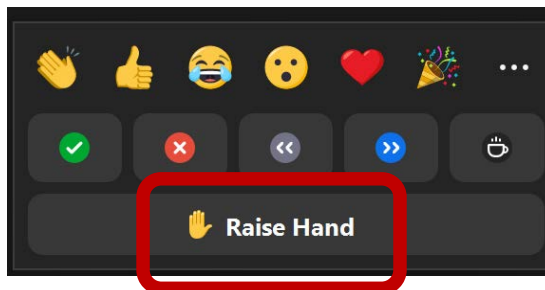


# Requesting the floor

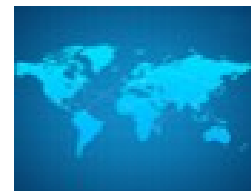
- If you want to speak, you must first request the floor
- You must use the “Raise hand” function in Zoom
- Click on “Reactions” on the toolbar



- In the popup menu that appears, click on “Raise hand”

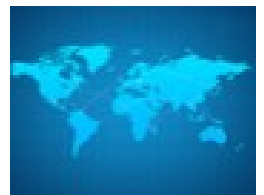






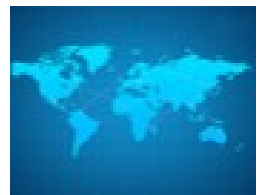
# Taking the floor

- The CIML President or Conference chairperson will allow participants to take the floor in the order in which they raised their hands
- **Please turn on your video** when you take the floor
- **Don't forget to unmute** your microphone before speaking
- Once you have finished speaking, the BIML will mute your microphone



# Inclusivity

- The OIML is committed to ensuring that all participants are able to participate fully in the CIML Meeting and Conference
- If you have any problems in using any of the features described, please contact the BIML team who will try to help you.
- You can contact us using:
  - the Zoom Chat function
  - email



# Today's schedule

- There will be only one break today
- This will be taken after agenda item 9
- The break will be 20 minutes long