

# 3 a

## GUIDELINES FOR delegates, members and official guests to the extra session of the Northern Europe and Eurasia Central Conference 18. March 2023.

### **Muting/unmuting**

All microphones will be muted. If you request to speak and are identified by the presier, your microphone will be unmuted by the host.

The host of the meeting may mute your microphone if there are any problems with your sound that affect the smooth running of the meeting.

### **Chat**

The chat function will be disabled between participants, but you can send a message to the host of the conference.

### **You must change your Screen Name**

You must rename your Zoom account to display your full name.

- DELEGATES: If you are a delegate, you should write the letter “V” followed by country and your full name.
- NONVOTING MEMBER: If you are a nonvoting member of the conference, you should write the letter “M” in front of your full name.
- BISHOP: If you are a bishop, you should write the letter “B” in front of your full name.
- JUDICIAL COURT MEMBER: If you are a member of the Judicial Court you should write “JC” in front of your full name.

To do this on a PC/Mac:

1. Click on the item labelled “Participants” at the bottom of your screen
2. Hover over your name and click on “More”
3. Click on rename and enter your new screen name

To do this on a Tablet

1. Click on the item labelled “Participants” at the bottom of your screen
2. Click on the arrow beside your name
3. Click on rename and enter your new screen name

### **Translation**

Press the globe icon on the bottom of the zoom screen and select your language either English or Russian.

## **Raising Hands**

There will be the opportunity for debate should you wish to speak please use the “raise hand” function.

To find this:

To do this on a PC/Mac:

1. Click on the item labelled “Participants” at the bottom of your screen
2. Click on the three dots at the bottom of the screen
3. Click on “Raise Hand”

N.B. Please remember to lower your hand by following the instructions above but rather selecting “lower hand”

To do this on a Tablet

1. Click on the item labelled “Participants” at the bottom of your screen
2. Click on the arrow beside your name
3. Click on “raise hand”

N.B. Please remember to lower your hand by following the instructions above but rather selecting “lower hand”

Please wait for the presider to invite you to speak and remember to unmute your microphone before doing so.

## **Points of Order**

A point of order may be raised any time during the procedure. If you have a point of order, you should indicate this using the chat function.

## **Voting**

Voting will take place utilizing the poll function, the vote will appear on the screen. For the opening business the voting will be done using the raise hand function.

To preserve the integrity of the voting, all guests, nonvoting members and bishops will be moved into a separate room, while the voting goes on. Once the voting procedure is finished, all will be called back into the plenary and the result of the vote will be announced.

## **Problems**

If you encounter technical problems during the conference, please send a text message to the central conference office +45 51 33 14 77.