

# Participant Guide

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ILOxUNDP Youth Employment and Entrepreneurship in Asia-Pacific

06 October 2021

14.00 - 15.30 (Bangkok Time / GMT +7)

Meeting ID: 838 1807 4879

Passcode: 283530

[https://undp.zoom.us/j/83818074879?tk=eFOClcygEBwaaXbfz4ShEl9EYjh2dJ2d6ru--tZdPHU.DQMAAAATg\\_JS\\_xYtbnZoNHV0cVNzaS1GdEZmZzdfUkVnAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=OHNIIdnVMY3JFbWhEU2JMeitmL0kyQT09](https://undp.zoom.us/j/83818074879?tk=eFOClcygEBwaaXbfz4ShEl9EYjh2dJ2d6ru--tZdPHU.DQMAAAATg_JS_xYtbnZoNHV0cVNzaS1GdEZmZzdfUkVnAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=OHNIIdnVMY3JFbWhEU2JMeitmL0kyQT09)

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## Zoom Best Practices

- We highly recommend joining the Zoom Meeting using a computer.
- Please make sure that you have the most recent version of Zoom. You can download the latest Zoom Client for Meetings [here](#).
- Have a stable internet connection. Depending on your context, you may consider having a back-up connection such as a mobile hotspot.
- Restart your computer before joining your scheduled events. Ensure no other video applications are holding onto audio or video, and shut down any non-essential applications for optimal computer performance.
- Use headphones when participating. This will ensure that you have the clearest audio experience.

## How to use Zoom Meeting

### ***Display Name***

Please make sure to change your display name in Zoom as " Name Surname – Organization" (e.g. "Victoria Walker – DCAF ISSAT").

How to change your display name in Zoom Meeting:

1. From the Zoom Room click on the "Participants" icon in the control panel at the bottom of the window.
2. A Participants window will appear. Click the "Rename" button.
3. Enter your new name in the "New Screen Name" field.
4. Click on the "OK" blue button.

## ***Video Layout***

When you are in the Zoom Meeting, you can choose from different video layouts on the top right of your screen.

How to change the video layout:

1. **Speaker view** is the default video layout. It will switch the large video window between who is speaking. If it is a one-on-one meeting, it will display your video at the top, and the other participant's video below.
2. **Gallery view** allows you to see up to 49 participants at a time.
3. If the host is presenting a PowerPoint presentation, you will need to switch to the **Side-by-Side Mode**. To do so, click on **View Options** at the top of your screen and choose **Side-by-Side mode**.

## ***Adding Comments & Asking Questions***

If during the meeting you have a question, please feel free to add a comment/question in the chat box.

1. To send a chat message, click the "Chat" button to open the chat window.
2. In the chat window, you can use the dropdown menu to choose whether to send the message to everyone or only to the host or a participant.