



ADVANCING Accountancy & Audit During Volatility, Ambiguity, National Crisis and Emergency



MENA Regional Webinar Series

ZOOM INSTRUCTIONS (Attendees)

If you are a new Zoom user, please follow instructions under “**New User**” below. If you already have a Zoom account, please skip to “**Registered User**”.

All users **MUST** download the most up to date version of Zoom to access the interpretation services being offered for the June 15, 2020 MENA Regional Webinar Series: ADVANCING Accountancy & Audit During Volatility, Ambiguity, National Crisis and Emergency.

If experience any difficulties joining the webinar or participating, please email DanaJensen@ifac.org

I. NEW USER

Step #1: Signing Up for Zoom Account

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Step #2: Downloading the Zoom Desktop Client

You can download the Zoom Desktop Client for [Mac](#), [Windows](#), [ChromeOS](#) and [Linux](#)

II. REGISTERED USER

Step #1: Register in Advance for the June 15 Webinar

Please use the following [link](#) to register.

After registering, you will receive a confirmation email containing information about joining the webinar.

All participants are required to:

- Use laptops/desktops and NOT mobile phones to access the interpretation services available, as well as [Google Chrome](#) for the web browser.

Step #2: Join the Webinar on June 15

Please use the following [link](#) to join.

The Webinar ID is: 938 0242 6260

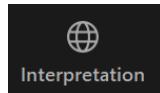
- Upon entry, all participants are automatically muted and cannot turn on videos.
- All participants are strongly encouraged to use a headset with microphone. It is important to minimize feedback and background when a participant seeks to speak during the webinar.

Step #3: You Must Select the Language You Wish to Listen and Ask Questions In -

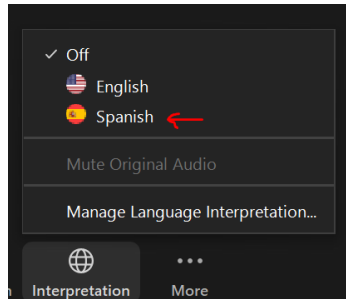
REQUIRED for All Attendees (Even if Bilingual)

Interpretation via Zoom works a differently than in-person interpretation. You **MUST** select the language you would like to participate in (i.e., listen and ask questions in). You must not change back and forth - even if you are bilingual. This is extremely important as it is necessary to select the correct language channel which corresponds to your language in order to ensure interpreter access to your voice (during question and answers) and your access to the correct language for interpretation. Please note that Arabic-English and English-Arabic simultaneous translation is available for all participants.

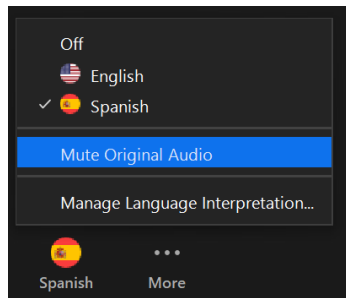
- To access this option, you must select the “Interpretation” icon in the bottom of the screen and select the preferred language at the beginning of the event only once. It is not recommended to switch back and forth between languages as the system is sensitive and changing languages back and forth may create delays and technological issues. If you cannot see this icon, it is because you are likely using an outdated version of Zoom.



- Please note that the drop-down box for language interpretation does not offer an option for “Arabic”, therefore, Arabic language interpretation will be found under “Spanish” for this event. Therefore, if you select “Spanish” you will hear the interpreter speaking in “Arabic”.



- After you select your language preference, you **MUST** select “Mute Original Audio” because otherwise you will hear both languages at full volume at the same time which will result in confusion.



The following are a few examples to guide your interpretation / language preference:

- Amal is an attendee who speaks / understands only Arabic. Therefore, Amal should click

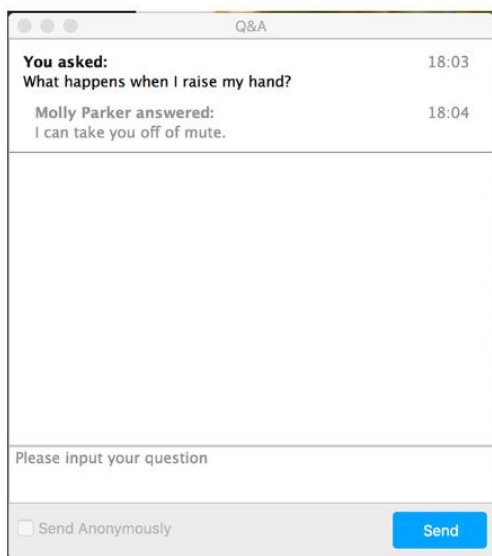
on interpretation and choose “Spanish” and then click to ensure “Mute Original Audio” is selected. If Amal asks a question or is granted the ability to speak to the group, at no point should Amal speak in English – she must only speak in Arabic.

- b. Joseph is an attendee who speaks and understands only in English. Therefore, Joseph should click on interpretation and choose “English” and then click to ensure that “Mute Original Audio” is selected. If Joseph asks a question or is granted the ability to speak to the group, at no point should Joseph speak in Arabic – he must only speak in English.
- c. Noura is an attendee who is fluent in both Arabic and English – however, she must select only one language to use to participate in this event. Noura has decided to listen and ask questions in Arabic language. Therefore, Noura should click on interpretation and choose “Spanish” and then click to ensure “Mute Original Audio” is selected. If Noura asks a question or is granted the ability to speak to the group, at no point should Noura speak in English – she must only speak in Arabic.

Step #4: Participating in in the Question & Answer Session

This feature allows all participants to ask questions during the webinar and for the panelists to answer their questions. Features enabled:

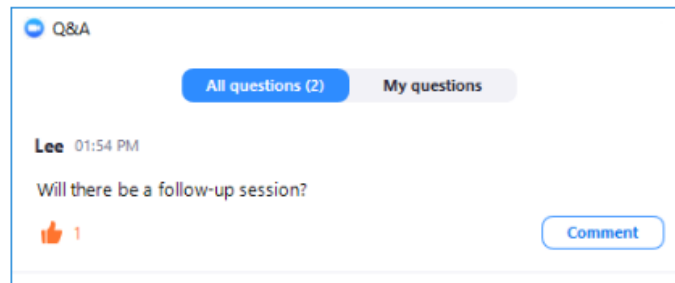
- **Chat:** Open [in-meeting chat](#), which will allow you to send chat messages to the host, panelists, and/or attendees. Please use this function only if you are experiencing technical difficulties.
- **Raise Hand:** [Raise your hand](#) in the webinar to indicate that you need something from the host.
- **Question & Answer:** Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live. To ask a question:
 - a) Type your question into the Q&A box, click **send**. If the host replies via the Q&A, you will see a reply in the Q&A window



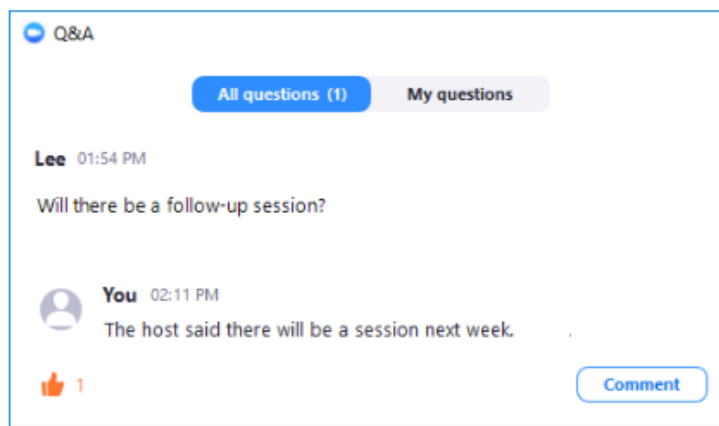
- b) As an attendee you can also like or comment on other attendee's questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.

→ Click the thumbs up icon to like a comment

Tip: The number beside the icon is the total number of likes the question has received so far.



- c) Click **comment** to write a reply to an existing question. Type your comment and click **send**. Your comment will appear beneath the question.



For additional information on using the Zoom system, please find two helpful video links below:

- [Getting Started with Zoom](#)
- [Zoom Meetings Training](#)