Meeting and voting guidelines

1   Zoom platform functionalities

General

- ## Use the latest version of the Zoom app

  - Important for security, compatibility, and features

- ## Preferably use a headset with an integrated microphone

- ## Minimise the number of open applications on your device – preferably only Zoom

  - May interfere with your connection

- ## Turn off notifications on device

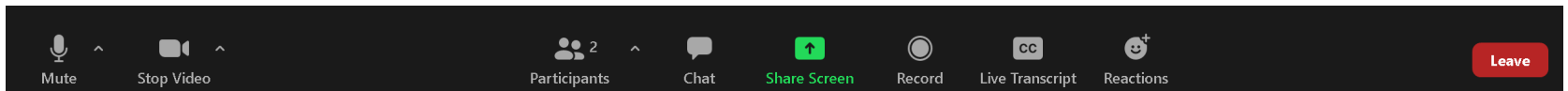 - email, social media, updates, etc.

Recording

- The BIML will record the CIML meeting so minutes can be drafted

- By participating in the meeting, you consent to the recording

Toolbar

- You will see a toolbar at the bottom like this:

- The toolbar will auto-hide after a while. Move your mouse to get it back

Audio

- Turn off all sound notifications on your devices (including mobile phones) while you are speaking

- Ensure there is no background noise or echo

- Preferably use a headset with an integrated microphone

- Preferably connect your computer with an Ethernet cable rather than using Wi-Fi

Zoom screen name

- Please use the following formats:

Member States and Corresponding Members:

ISO COUNTRY CODE – Given_name FAMILY_NAME

DE – Vorname DEUTSCH

Organisations in liaison:

LIAISON INSTITUTION – Given_name FAMILY_NAME

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!

Changing your Zoom screen name

- Hover your mouse over your picture in the gallery

- Click on the three dots in the upper right corner

- Select "Rename"

- Enter new name in the correct format

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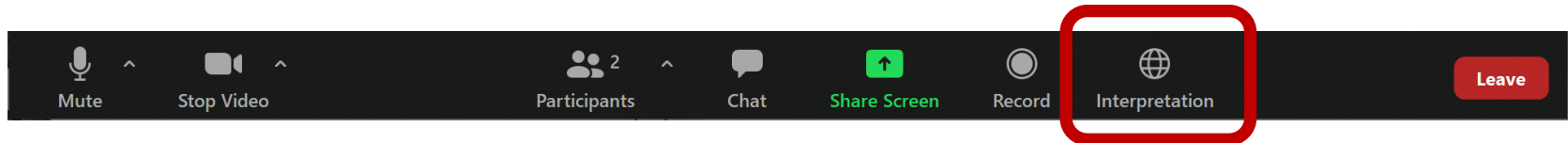
- You will see the available options:
- Select the language you want to listen to
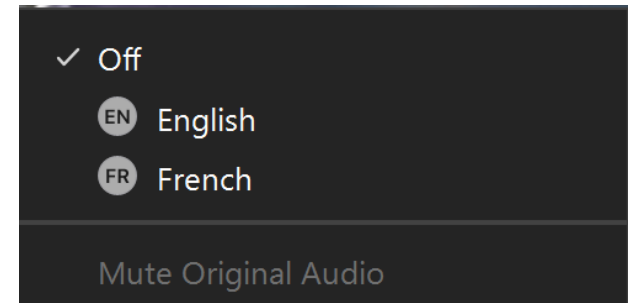
Using interpretation

- If you select "Off", you will hear the speaker directly, whichever language they are using

- If you select "English" or "French", you will also hear the actual speaker in the background at 20 % of normal volume.

- You can turn this off by selecting "Mute Original Audio".
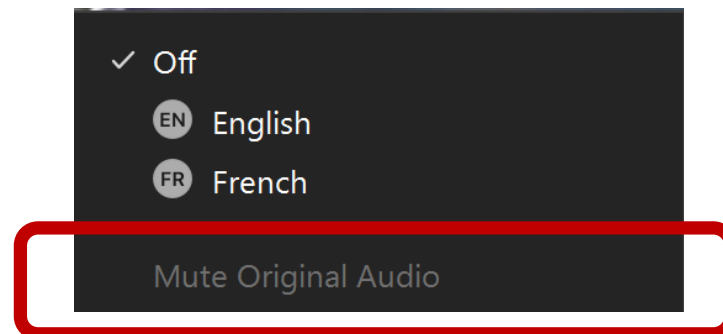
Using interpretation

- If you are using interpretation and you take the floor in a language other than the one you are listening to, you must first turn off the interpretation

- Turn it back on when you have finished

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:
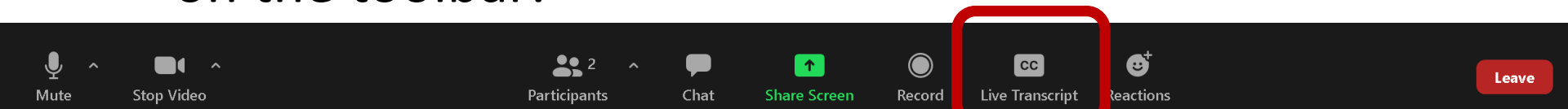
- This function only works with English speech

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
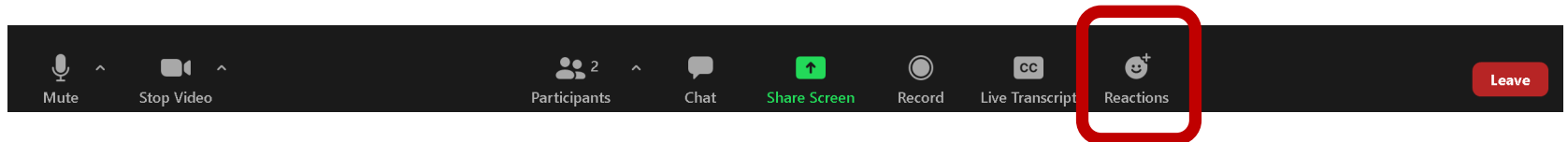
- In the popup menu that appears, click on "Raise hand"
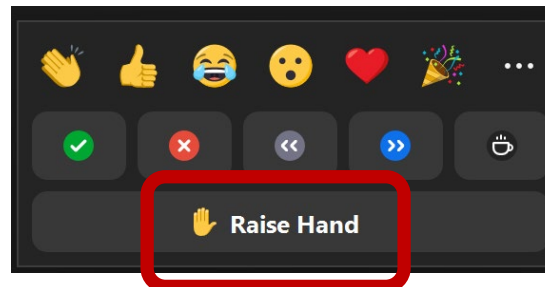
Taking the floor

- When you first connect, your microphone will be muted

- 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

Breakout rooms

- A breakout room will be used for one agenda item to replicate the closed session held during an in-person meeting

- Heads of delegation will be moved into the breakout room by the BIML

- All other participants will remain in the main room

- Those in the breakout room will be moved back when the closed session is finished

- Recording will be stopped in the breakout room and in the main room

- Interpretation will not be available in the breakout room

2   Secret balloting via the OIML website

Procedure for secret ballots

- Uses "Secret ballots" tool on "My access > Voting" menu of the OIML website

- Can only be used by Heads of Delegation from Member States – Assignees cannot vote

- Each ballot must be voted on separately

- Cannot change vote once cast

Login with your normal username and password

Select "My access" menu

Select "Voting" then "Secret ballots"

Select "Click to vote" for any secret ballot

Secret ballot Online Vote

You are voting for

Agenda item	Ballot	Status	Action	Result
11.2	Secret ballot for the CIML President (2023-2029) - Round 1	Open	Click to vote	

Select the candidate for whom you wish to vote

Select "OK" to confirm your choice

Ballot list shows that your vote has been recorded. It cannot be changed

Checking the voting results

Results can be checked once ballot is shown as "Closed"

Select "Result" in the right-hand column

The result of the secret ballot is shown, with no details

Voting for proxies

- If you hold proxies, you will see this on the secret ballot page

- You must go through the balloting process for yourself and for each proxy

3 Online voting via the OIML website

Procedure to approve CIML resolutions

- Uses "CIML Resolutions Voting" tool on "My access > Voting" menu of the OIML website

- Voting open for 30 minutes at the end of each meeting session

- Voting only possible by Heads of Delegation – Assignees cannot vote

Procedure to approve CIML resolutions

- Each resolution can be voted on separately, or you can vote "Yes to all"

- Text of resolution will be presented

- Option to vote "Yes", "No" or "Abstain"

- No comments necessary

- Votes can be changed up to deadline

Login with your normal username and password

Select "My access" menu

Select "Voting" then "CIML Resolutions voting"

Select "Click to vote" for any Resolution

Select "Yes", "No" or "Abstain". In this example we're voting "Yes"

Vote can be seen on list of Resolutions

Voting "yes" for all resolutions at once

You can vote "Yes to all" then change individual votes, which may save time

All votes are now "Yes", but any can be changed until deadline

Changing your vote

Select "Change vote" for each vote you want to change

You will see the same voting popup as before. Change vote as you wish

Result of change can be seen on list of Resolutions

Checking the voting results

Select "Result" in the right-hand column

Summary of voting result shown at top, details by country below

Voting for proxies

- If you hold proxies, you will see this on the voting page

- You must go through the voting process for yourself and for each proxy