



# INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTY-EIGHTH SESSION  
7 - 11 November 2022  
Yokohama, Japan (Hybrid Session)

## INSTRUCTIONS ON THE USE OF THE ZOOM WEB CONFERENCING SYSTEM

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## ZOOM SYSTEM REQUIREMENTS

### Network & WiFi

- Wired internet connection (highly recommended)
- If wired connection is not available, use high-speed Wi-Fi instead. Ideally 3 to 5 Mbps, for download and upload respectively. 5Ghz / 802.11ac is highly recommended

### A Good Headset

- Use a wired USB Headset with an integrated microphone
- Place the microphone close to your mouth, but avoid breathing into it
- **Note:** *Using the laptop's built-in speaker/ microphone often cause echo/feedback disrupting the entire system*

### ZOOM Connectivity

- Please sign-up for a free account and desktop application of ZOOM ([www.zoom.us](http://www.zoom.us))
- If you are participating via a web browser, Edge, Chrome, Firefox or Safari (Mac) browser to connect. Allow access to camera and microphone. Avoid using ad-blockers

### Computer

- OS: Windows 11,10,8,8.1,7 or MacOS Up to 10.10
- We strongly recommend that you install the ZOOM application and log in using the email address
- Memory: 8GB+
- CPU: Intel i5,i7(recommended)
- Webcam

## **In Preparation for the Session / ZOOM Introduction**

All members will be invited to participate in one or more test session before the Council Session. All participants are encouraged to participate as well as read the information in this document beforehand.

Please make sure you have the latest version of your browser and ZOOM application.

1.How to download and install the Zoom desktop client

Installing the Zoom desktop client on Windows

<https://support.zoom.us/hc/en-us/articles/4415294177549-Downloading-the-Zoom-desktop-client-and-mobile-app>

Installing the Zoom desktop client on macOS

<https://support.zoom.us/hc/en-us/articles/203020795-Installing-the-Zoom-application-on-macOS>

If you already have the ZOOM application installed, the ZOOM installation process is not necessary.

Please make sure you have already registered a free account with ZOOM and that you can sign in with the email address you have registered with ITTC58.

If you have not already created a ZOOM free account with the email address registered with ITTC58, please do so.

## **How to join a meeting using ZOOM for the 58th International Tropical Timber Council**

### **Overview of the ZOOM Conference**







Links to the Plenary Hall, Committee Room, Producer Caucus, Consumer Caucus Meeting Rooms will be sent to your registered email address separately in advance of the ITTC58.

The same link will be used for each room throughout the Council Session, so please be sure not to lose it.

The link contains your login credentials so please do not share it with other members; only one computer can join with one link.

1. When the starting time of the meeting you wish to join arrives, click the **Join-Webinar** link in the email invitation for the room where the meeting will be held.  
If the button below does not work, please paste the link below into your browser.

### Invitation to Plenary Hall (Room501)

 501Host Plenary Hall <no-reply@zoom.us>  
To  501host      
1:51 PM

Hello ~~XXXXXXXXXX~~

Thank you for registering for (Test) ITTC58 Plenary Hall. You can find information about this webinar below.

**(Test) ITTC58 Plenary Hall**

Date & Time	Oct 14, 2022 14:00 Osaka, Sapporo, Tokyo
Webinar ID	943 9301 8646

You are invited to the online platform for the 58th International Tropical Timber Council. Please click on the link below to attend meetings held in the Plenary Hall. Please note that a separate e-mail and link will be sent for meetings held in the Committee Room.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

You can [cancel](#) your registration at any time.

Please submit any questions to' [ittosupport@itto.int](mailto:ittosupport@itto.int)

**WAYS TO JOIN ZOOM**

## Join from PC, Mac, iPad, or Android

**Join Webinar**

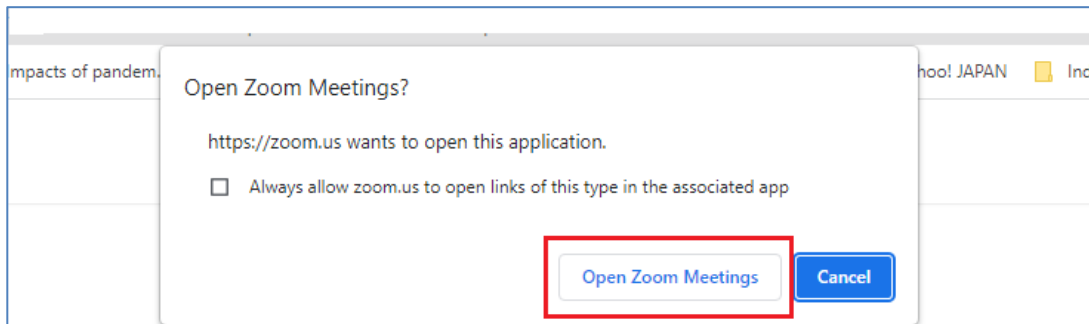
If the button above does not work, paste this into your browser:

[https://zoom.us/j/94393018646?  
tk=a3YSx2LyLJdHCnKz8WUz9UvHojgQ7RC2nAnDQRVivfM.DQMAAAAV-  
kMpFhpmYWtlSjZybms3M21UQkNObnptZklb2l1ZwAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA](https://zoom.us/j/94393018646?tk=a3YSx2LyLJdHCnKz8WUz9UvHojgQ7RC2nAnDQRVivfM.DQMAAAAV-kMpFhpmYWtlSjZybms3M21UQkNObnptZklb2l1ZwAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA)

**To keep this webinar secure, do not share this link publicly.**

***(for those with the ZOOM application installed)***

(1) Click on “Open Zoom Meeting” button



mpacts of pandem. Open Zoom Meetings?  
https://zoom.us wants to open this application.  
 Always allow zoom.us to open links of this type in the associated app  
Open Zoom Meetings Cancel

Click **Open Zoom Meetings** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below

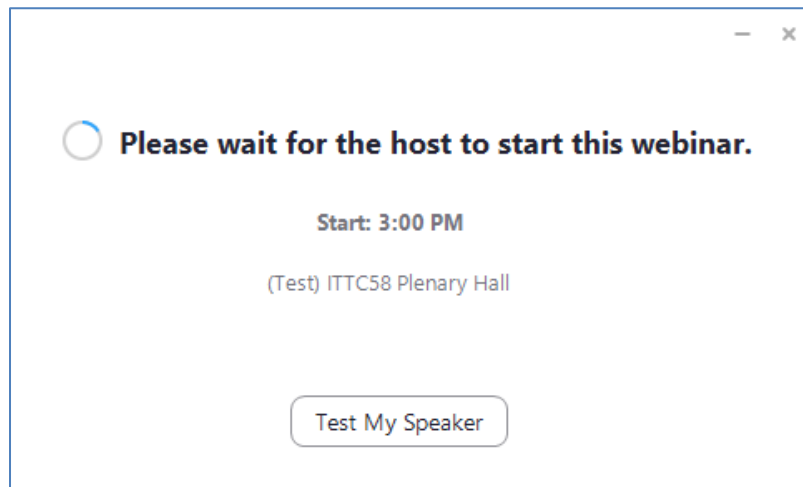
By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

**Launch Meeting**

Don't have Zoom Client installed? [Download Now](#)

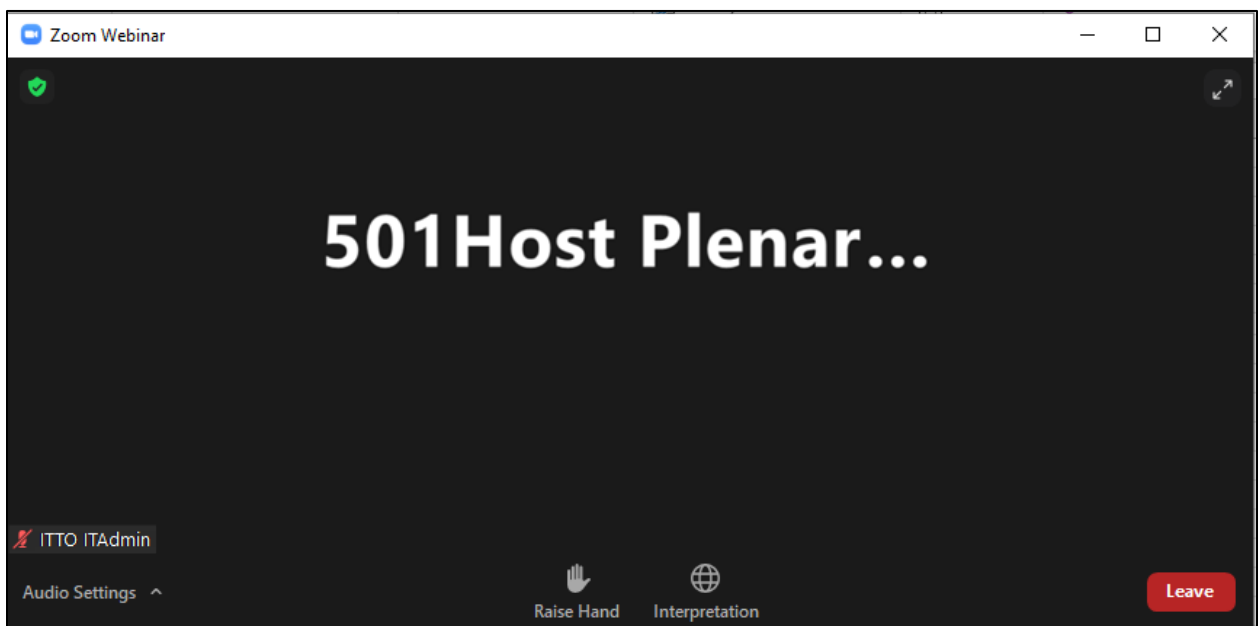
Having issues with Zoom Client? [Join from Your Browser](#)

(2) When the meeting starts, you will automatically enter the conference room.



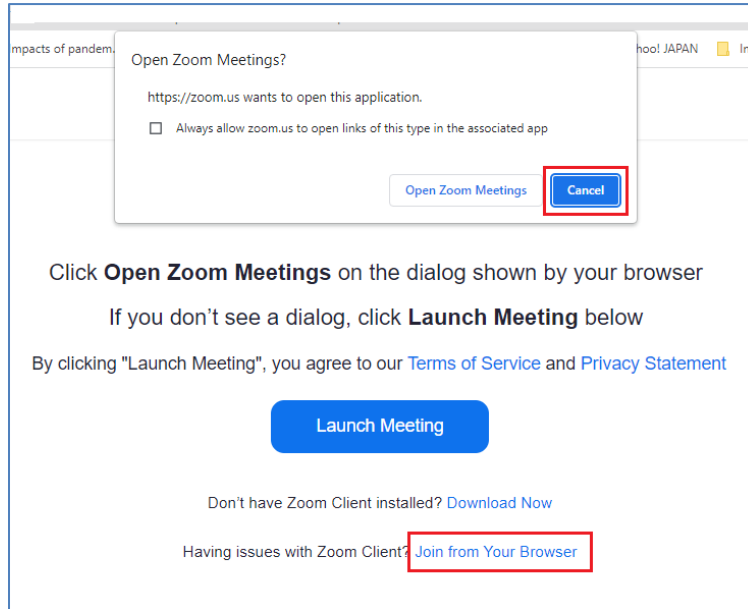
When the meeting starts, the screen will automatically switch to the new screen as follows.

(3) Start Meeting screen

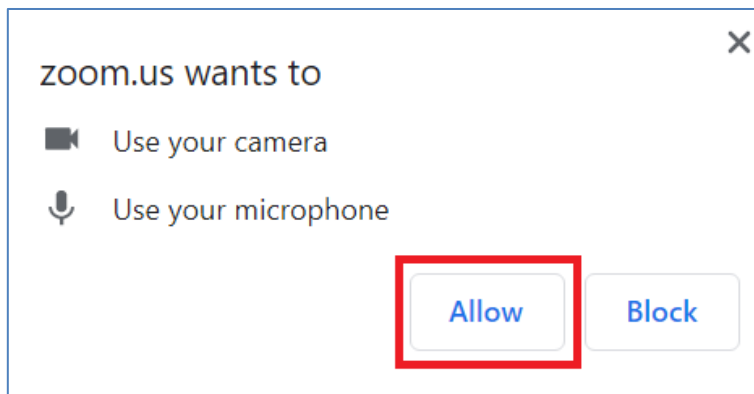


***(For those participating with a browser)***

- (4) Go to the ZOOM Join screen.  
Click on “Cancel” on [Open Zoom Meeting?] dialogue box  
Click on “Join from your browser” link.

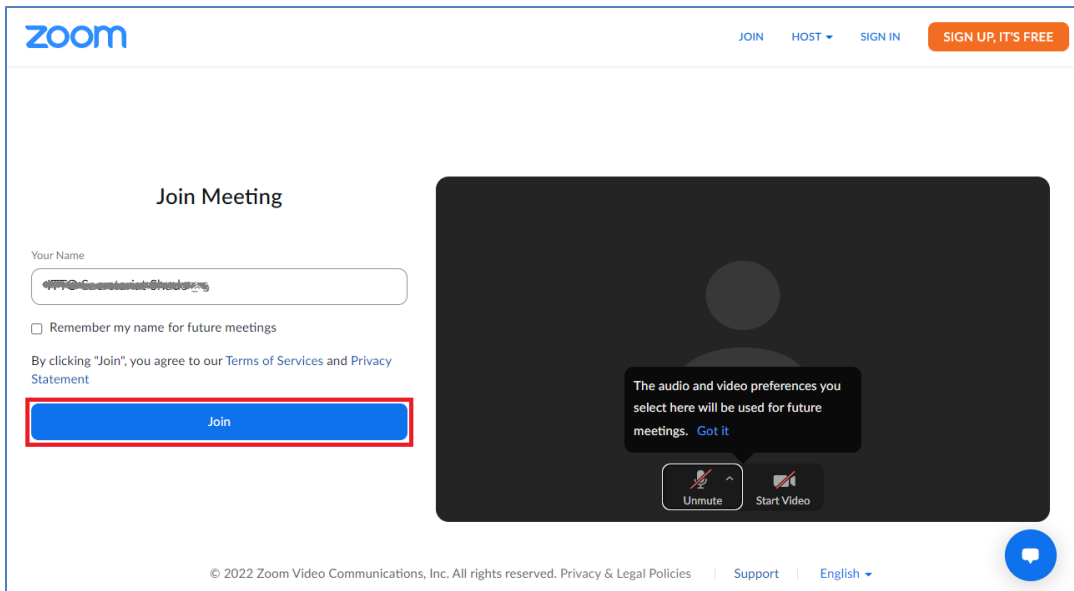


- (5).Click on “Allow” button to use your Microphone

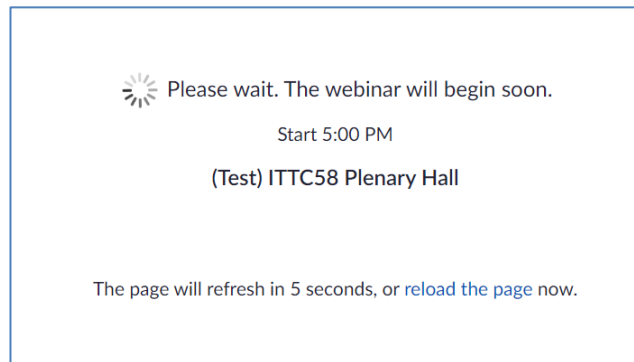




(6) Click on “Join” Button



Wait for the room to open.



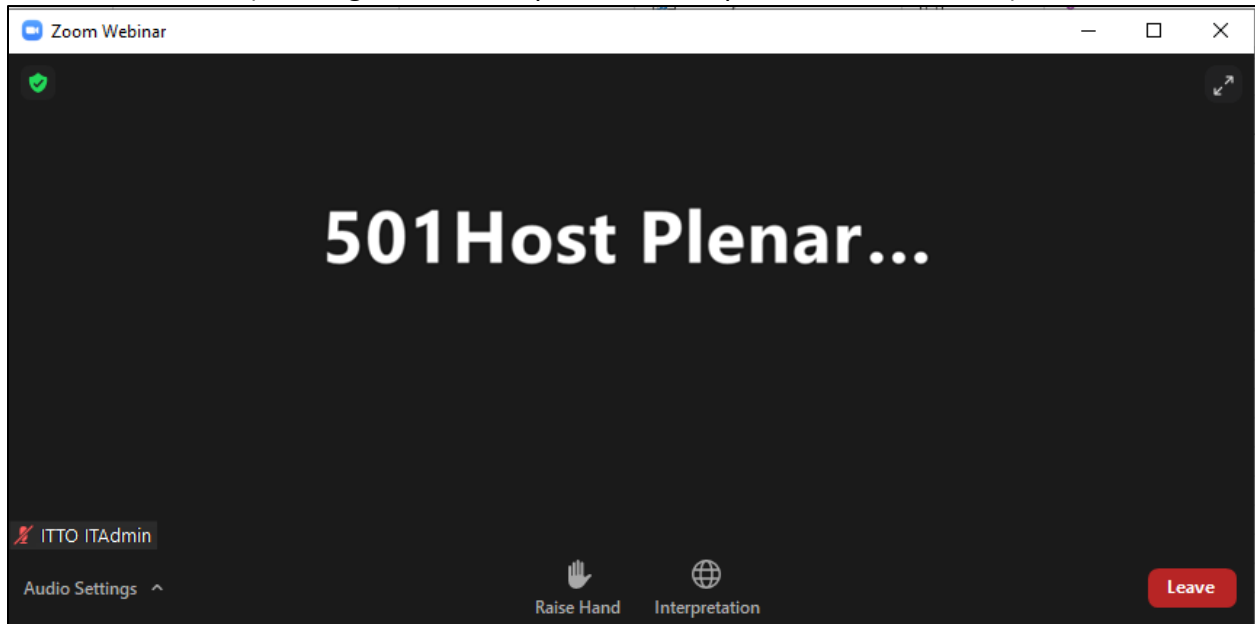
When the meeting starts, the screen will automatically switch to the new screen.

## 2. Start Meeting

When the meeting starts, you will be taken into the meeting automatically.

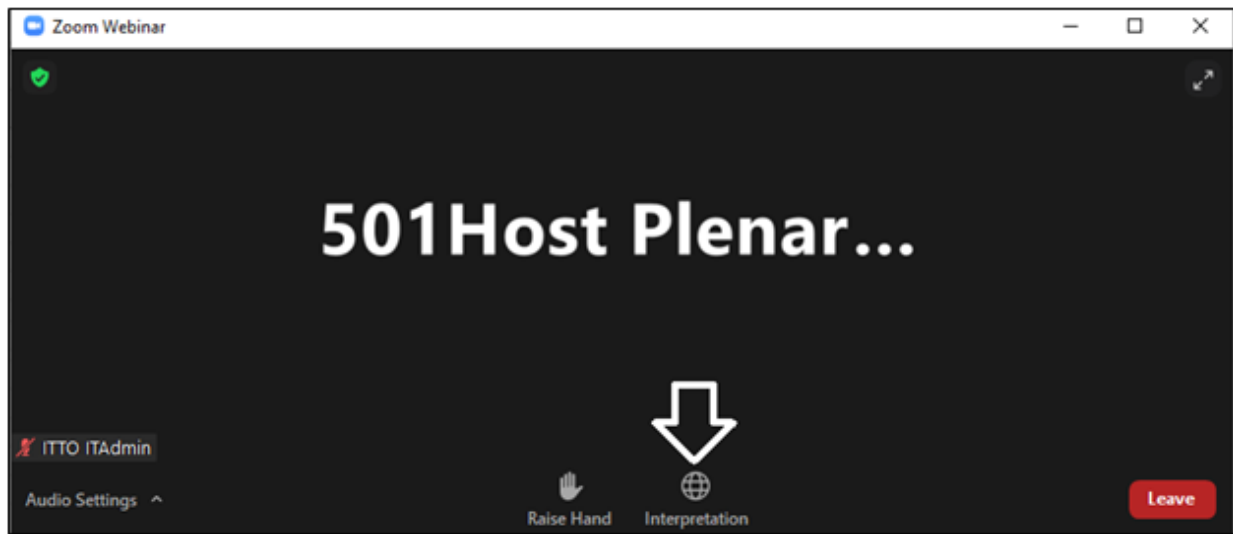
At the start. There are no microphone and camera icons.

(An image of the chairperson on the podium will be shown)

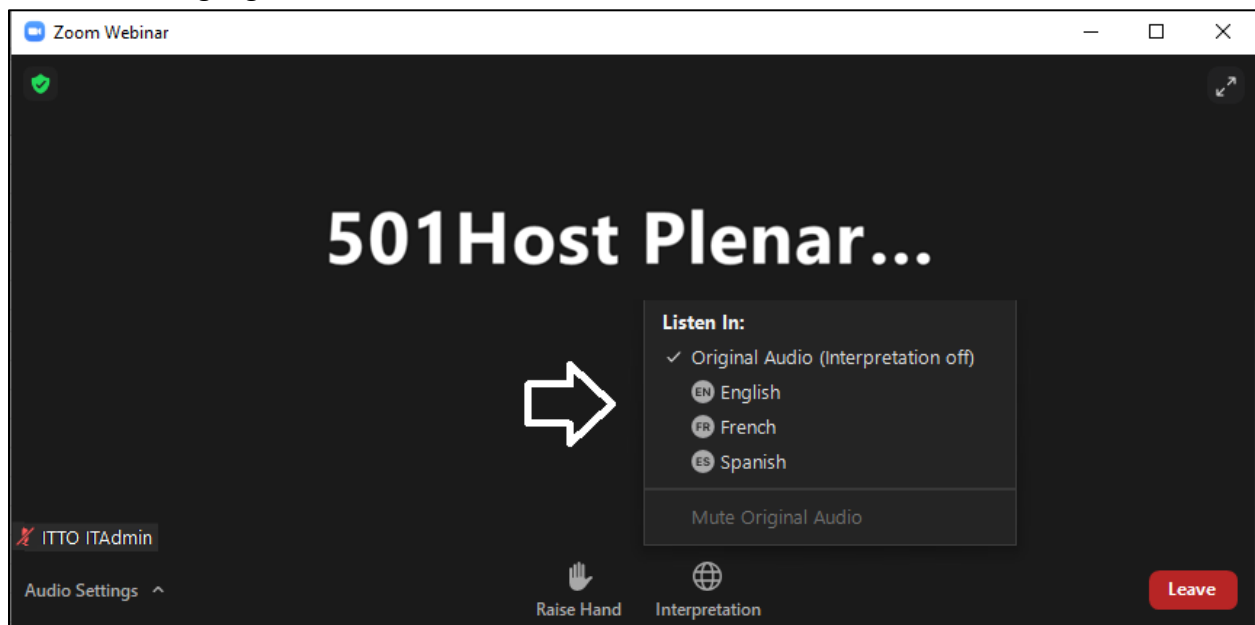


(1) How to change Language

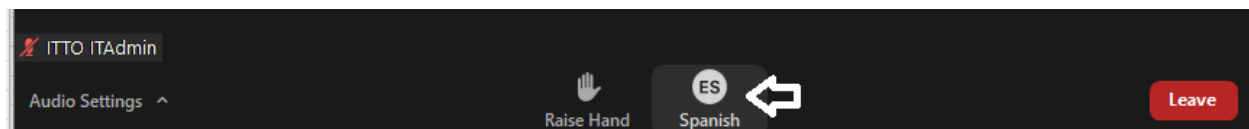
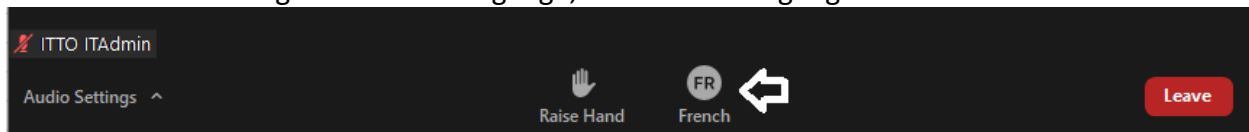
Click on the Interpretation button shown below.



Language selector will be available as follows.



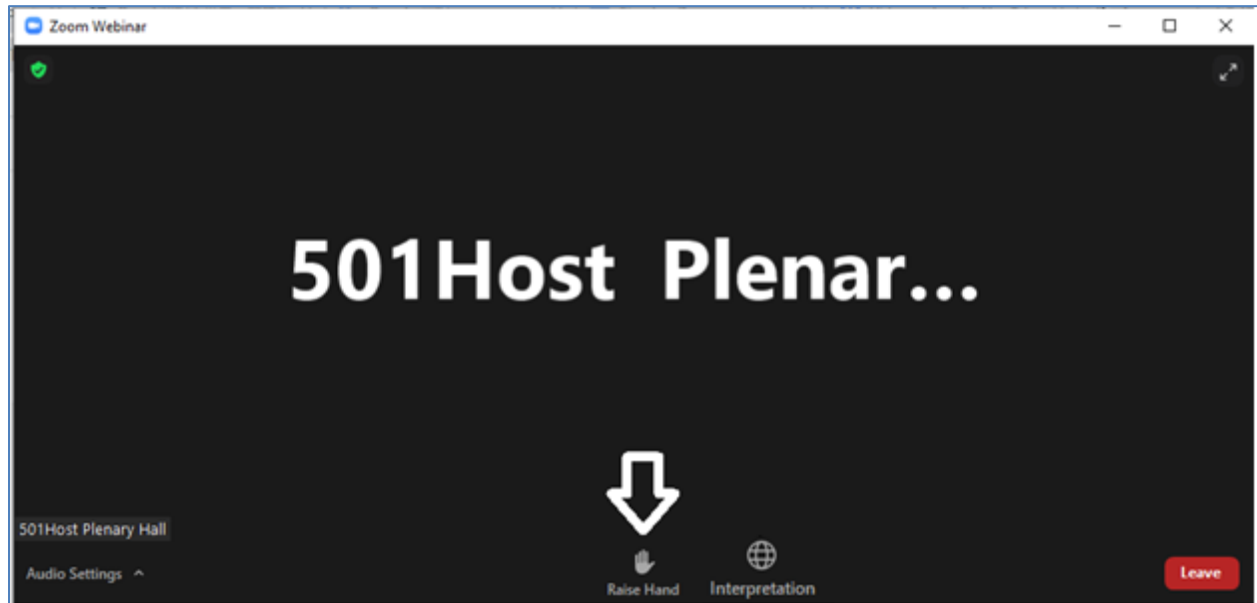
After selecting the desired language, the current language is indicated as follows.



(2) How to request the floor.

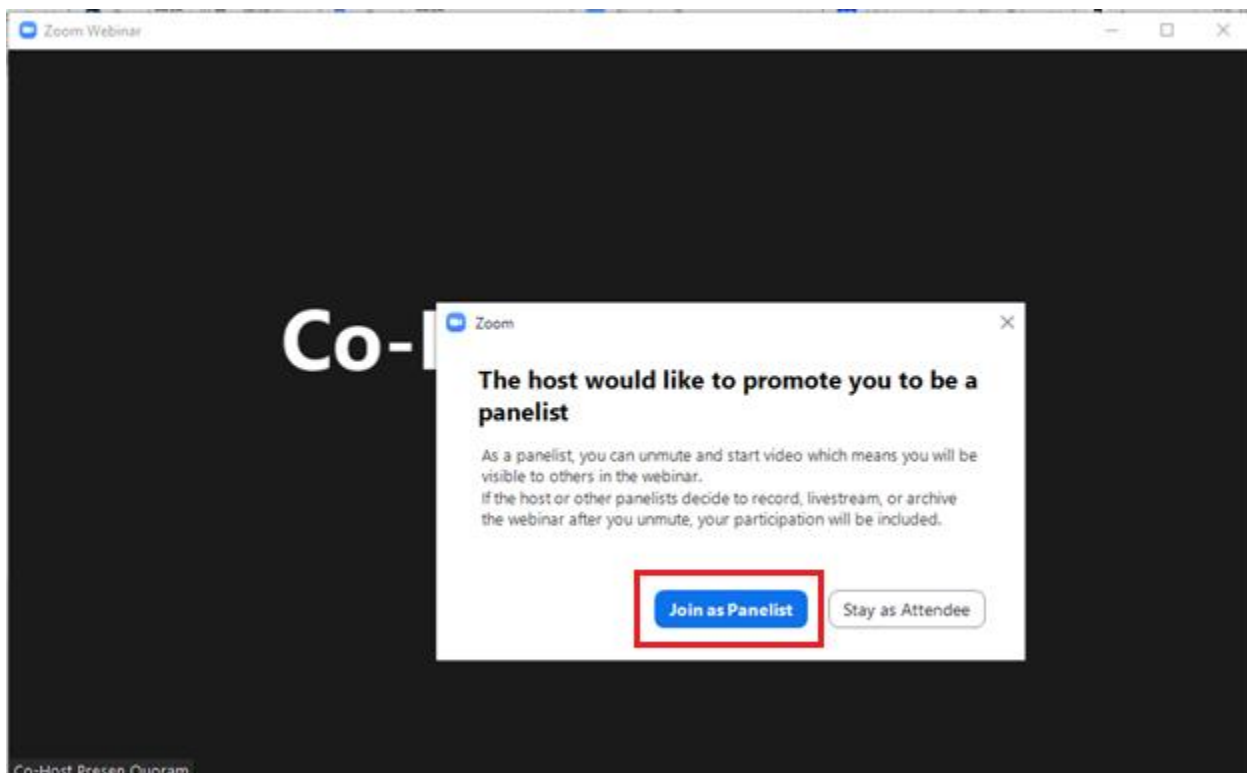
In order to request the floor, the following procedure must be adhered to.

- a. Please click the Raise Hand button

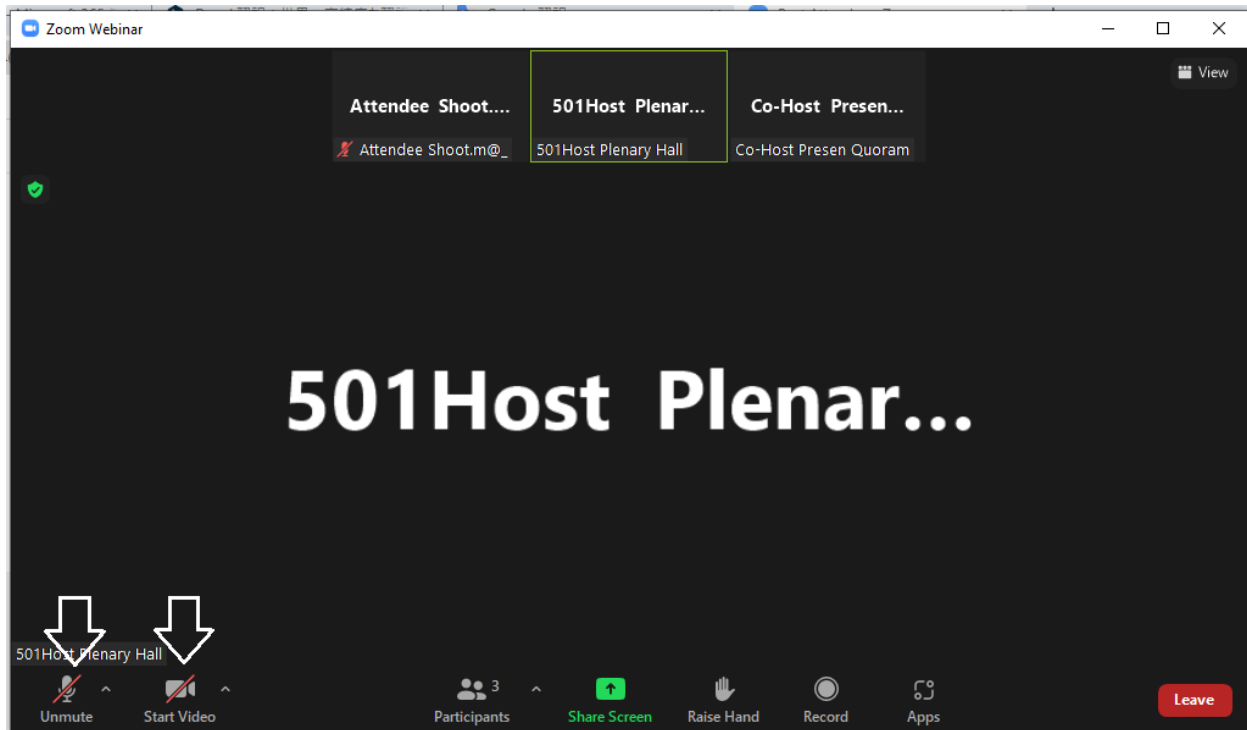


When the chairperson allows you to have the floor, the following screen appears.

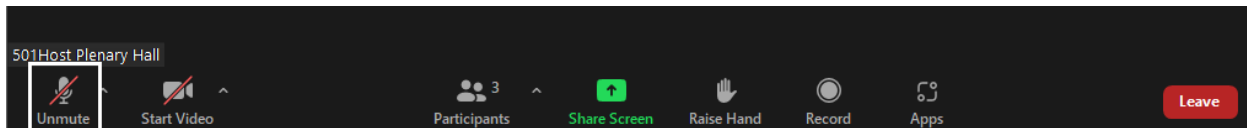
- b. Click on the "Join as Panelist" Button.



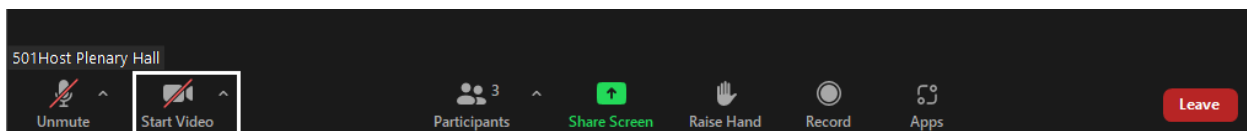
c. Changes to the following screen.



d. How to Mic turn On.  
Click on the “Unmute” button as follows.



e. How to Video turn On.  
Click on the Start Video button.



When you have finished taking the floor, your video and microphone will be turned off automatically by the chairperson.

**Attention**

Do not click the Leave button on the bottom right corner after finishing speaking. You will leave the meeting.

**3.** When the meeting is over, ZOOM will close automatically.

If you wish to attend the next meeting, when the time comes, click on the appropriate meeting room link in the invitation e-mail and rejoin the meeting.

## Troubleshooting

### I have not received an email invitation.

The ITTO has sent an invitation to the email address you provided on your registration form. Please check your junk mailbox or other mailboxes. Make sure you are not blocking emails from [no-reply@zoom.us](mailto:no-reply@zoom.us)  
If you would like to resend the invitation email, please contact [ittosupport@itto.int](mailto:ittosupport@itto.int)

### The [Join Webinar] button in the invitation email is not responding.

ZOOM can also be started by right-clicking the [Webinar button], clicking [Open link in new tab], and selecting the new added tab in the browser.

The image shows a screenshot of an email invitation from Zoom. The email is titled "Invitation to Plenary Hall (Room501)" and is from "501Host Plenary Hall <no-reply@zoom.us>". The main body of the email contains details for a webinar: "(Test) ITTC58 Plenary Hall" on "Oct 14, 2022 14:00" in "Osaka, Sapporo, Tokyo" with "Webinar ID 943 9301 8646". Below this, there are instructions on how to join the webinar, including a "Join Webinar" button which is highlighted with a red box. A blue arrow points from this button to a second screenshot on the right. This second screenshot shows the same email but with a right-click context menu open over the "Join Webinar" button. The menu options include "Open link in new tab", "Open link in new window", "Open link in InPrivate window", "Save link as", "Copy link", "Add to Collections", "Share", and "Inspect". The "Open link in new tab" option is highlighted with a red box. Below the menu, the URL for the webinar is visible: "https://zoom.us/j/94393018646?tk=...".

**Unable to sign in to my email account associated with Zoom**

<https://support.zoom.us/hc/en-us/articles/6188605257485-Unable-to-sign-in-to-your-email-account-associated-with-Zoom>

If you are unable to log in via the Zoom application, please log in via your browser.(see page 8)

**I want to join a meeting with two PCs**

ZOOM for the 58th International Tropical Timber council designates and invites participants, so you cannot participate from multiple PCs with the same participation link.

**I lost my invitation email.**

The ITTO office can resend the invitation e-mail to you upon request. The e-mail address for inquiries is " [ittosupport@itto.int](mailto:ittosupport@itto.int) ".

**Upgrading Zoom to the latest version**

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version>

**I can't hear the audio.**

<https://support.zoom.us/hc/en-us/articles/7302459648397-Troubleshooting-audio-issues>

**Managing audio echo in a meeting**

<https://support.zoom.us/hc/en-us/articles/202050538-Managing-audio-echo-in-a-meeting>

**Granting macOS permissions for the Zoom client**

<https://support.zoom.us/hc/en-us/articles/360016688031-Granting-macOS-permissions-for-the-Zoom-client>

**Zoom video crashes**

[https://support.zoom.us/hc/en-us/articles/202952568-Troubleshooting-Zoom-video-crashes#h\\_01G93MK0C902SJF5N0GJR6AN09](https://support.zoom.us/hc/en-us/articles/202952568-Troubleshooting-Zoom-video-crashes#h_01G93MK0C902SJF5N0GJR6AN09)

**Trouble shooting/ help desk for IT in ITTC58**

[ittosupport@itto.int](mailto:ittosupport@itto.int)

This address will be available until November 11, 2022.