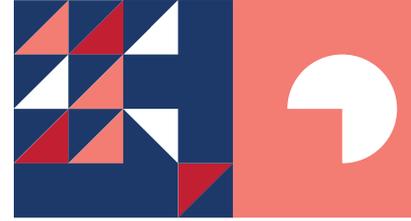


# LOGISTICS NOTE

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2. EVENT DYNAMICS
3. ACCESS TO ROOMS
4. WORKING LANGUAGES
5. GUIDE FOR USING ZOOM
6. RECOMMENDATIONS FOR SPEAKERS  
AND MODERATORS



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## 2. EVENT DYNAMICS

Due to the mobility restrictions brought about by the COVID-19 pandemic, the Regional Forum on Education Policy—whose previous editions took place in the city of Buenos Aires—will be held virtually this year during four days through the Zoom video conferencing tool.

The event will begin on **Monday, November 9** with an **inaugural conference**, which will focus on the conceptualisation of inclusive education, considering its transformation over time and the current debate in Latin America and the Caribbean. The forum will then be organised around two types of activities: **panels** and **workshops**.

The **panels** will take place on Monday, November 9 and Tuesday, November 10, and will focus on certain factors of exclusion that give rise to discriminatory practices within education systems. Each panel session will last between 75 and 105 minutes.

The **workshops** will be held through smaller video conference rooms, allowing participants to organise themselves into simultaneous working groups and then return to the plenary session. They will be distributed across three consecutive sessions held between Wednesday, November 11 and Thursday, November 12. During each of the first two sessions, there will be 2 simultaneous workshops, and during the last session there will be 3 simultaneous workshops.



### 3. ACCESS TO ROOMS

In order to access each session within the forum, guests will be emailed links to the Zoom meeting rooms in advance.

Please note that, in order to access the links, you must have the Zoom app installed on your device. To find out how to install the Zoom app, please refer to the section “**Guide for Using Zoom,**” on page 7.

Please verify that your **full name and profile image on Zoom** match those provided at the time of registration. This will enable us to speed up admission to the virtual rooms.

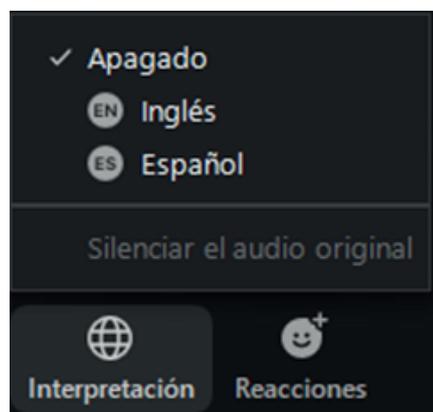
**The forum's panels will be held in Spanish and English.**

To increase accessibility for participants, **simultaneous interpretation** will be available in **English, Spanish** and **Portuguese** via audio for those who require it.

If you wish to access this feature, you must **configure the Zoom platform** as explained below:

1. In the meeting controls bar located at the bottom of the screen, you will see the **"Interpretation"** button, illustrated by a globe icon.
2. Clicking this button will bring up the list of available interpretation audio channels. Select your preferred language.
3. You will now hear an audio channel featuring interpretation into the selected language.

To deactivate the interpretation or change the preferred language, simply click the **"Interpretation"** button again and choose another option.



In the specific case of working groups within workshops, participants will be grouped according to the preferred language specified in their registration form (English or Spanish), so interpretation will not be necessary.



## 5. GUIDE FOR USING ZOOM

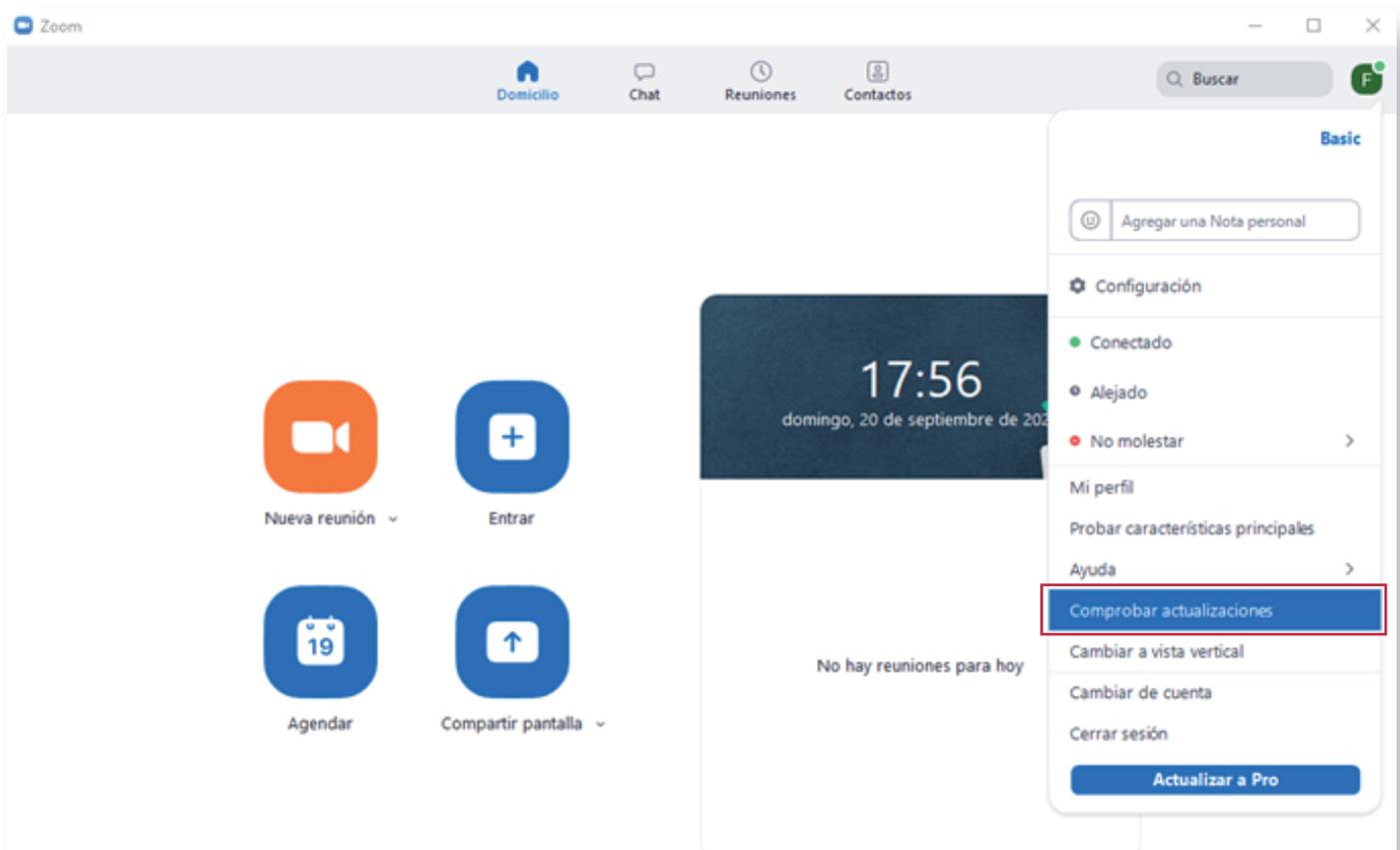


### 5.1 DOWNLOADING AND RUNNING THE APP

Although it is possible to access Zoom using a web browser, we recommend **downloading the Zoom app** as there are features (such as simultaneous interpretation via separate audio channels) that are only available on the local client installed on your device.

To download Zoom, click [here](#).

In case you have already downloaded Zoom, we recommend checking the version currently installed on your device. To do so, run the Zoom app and click on your user image in the panel. Next, select **“Check for Updates”**.



By carrying out these checks in advance, you can ensure that you do not experience any issues due to version incompatibility or the lack of any tools for interacting on the platform.

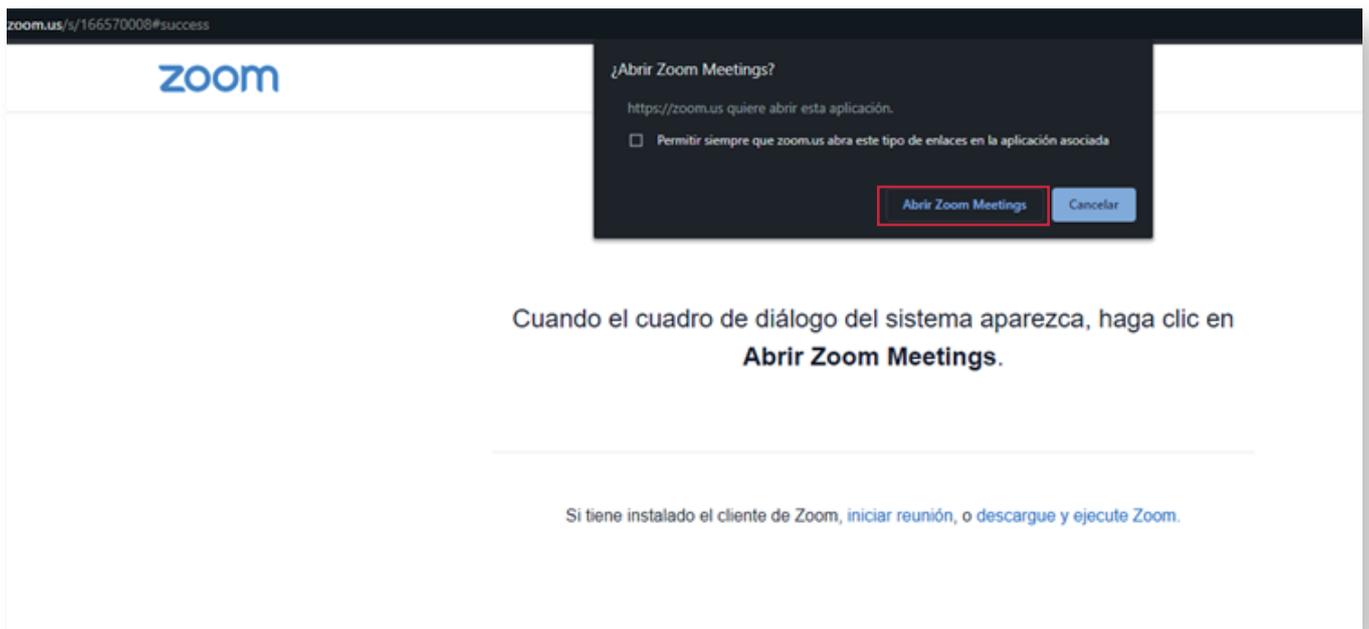
## IMPORTANT

To speed up your admission to each virtual session, please identify yourself in Zoom using the following details and format: **Name and surname - Institution**. If possible, also add a profile picture.

## 5.2 MORE ON ACCESS TO ROOMS

Before each session, a link to enter the virtual meeting will be sent to your email.

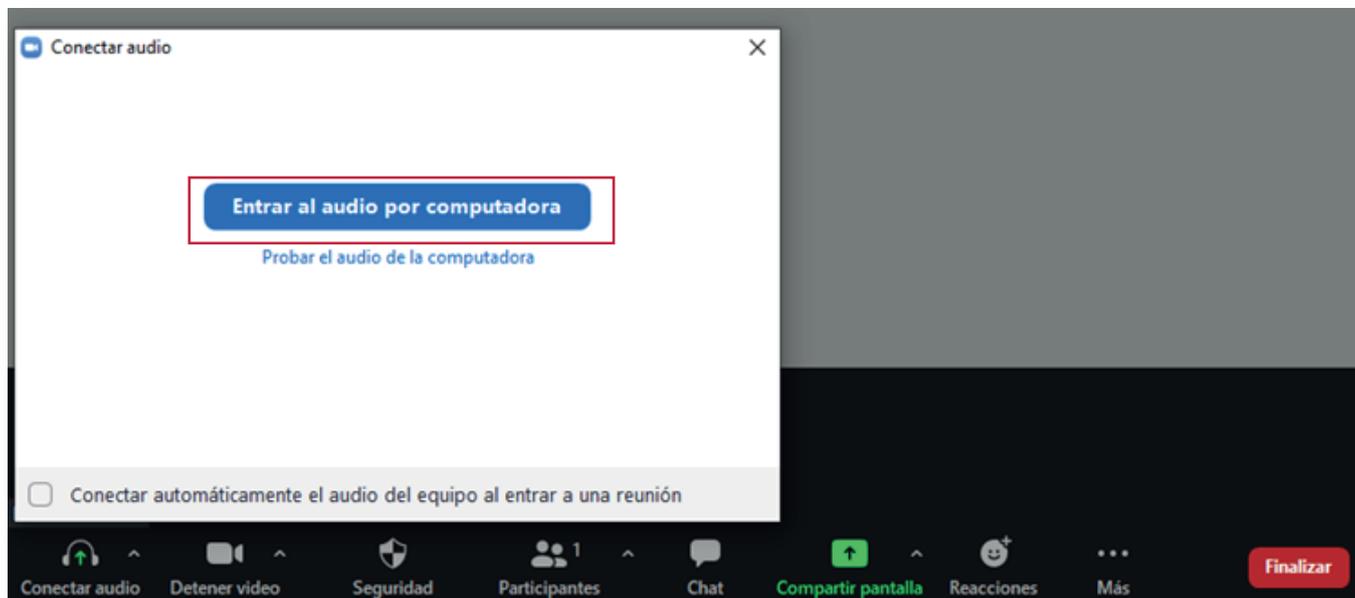
The simplest way to access each meeting is by clicking on the shared link. The Zoom page will open, and you will be prompted to join with your local Zoom client. Click **“Open Zoom Meetings.”**



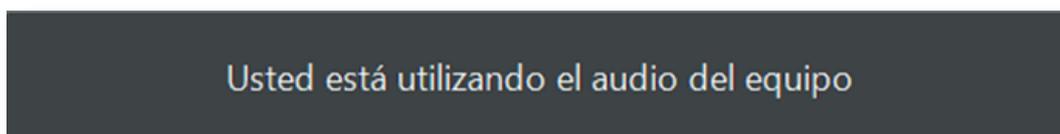
Once this is done, you will join the event. If you have not received the appropriate links to join a meeting, please contact [foregional@iiep.unesco.org](mailto:foregional@iiep.unesco.org).

Please note that Zoom will often ask about the audio and video device you wish to use to join a meeting, and you will be prompted to enable them accordingly.

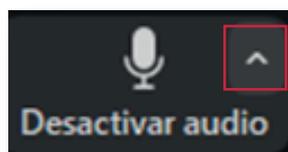
While the choice of video is optional, for audio it is important that you select “**Join With Computer Audio**” to enable both your speaker and microphone.



Once the computer audio input is selected, a confirmation message will be displayed on your screen as below.

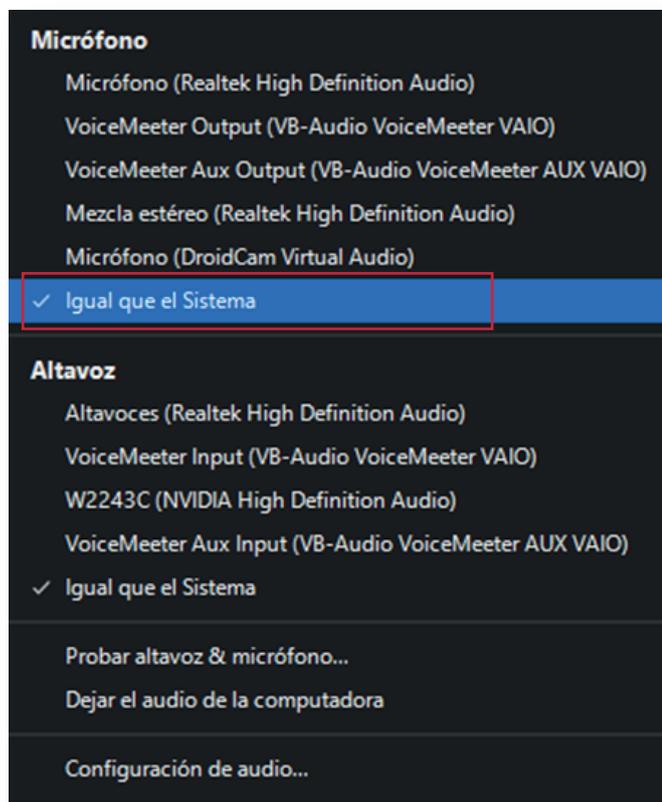


If you have problems hearing others or being heard during the meeting, go to the meeting controls bar at the bottom of the screen and look for the “**Mute/Unmute**” button, indicated by a microphone icon.



Click on the up arrow to the right of the button, and the different input options for microphones and speakers will be displayed. If you recognize the name of the device used by the system (for both the microphone and the speaker), you can select that option.

Otherwise, we recommend selecting **“Same as System.”**



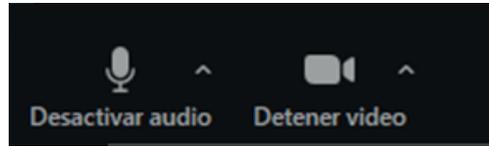
## 5.3 USING ZOOM: HANDY OPTIONS AND TOOLS

Once inside the video conference, you will see a meeting controls bar at the bottom of the screen, which allows you to enable different devices, access different communication channels and activate accessibility tools.

**Here is a walkthrough of these controls:**

## 5.3.1 AUDIO AND VIDEO

By clicking on the following buttons, you can enable or disable the microphone and camera.



These are important controls for using during the meeting, as participants will frequently be asked to enable or disable their microphones, depending on when they have the floor to speak.

In general, **a best practice is to have the microphone disabled to avoid noise from your environment from interfering with another participant's audio** while they are speaking.

As for the video, although it is optional, we recommend keeping it activated to facilitate interaction with other participants.

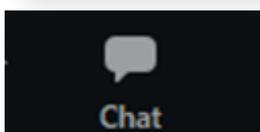
**NOTE:** If you or other participants experience a poor connection, consider disabling the camera to free up more bandwidth for audio.

## 5.3.2 INTERACTION OPTIONS

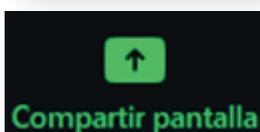
Towards the middle of the meeting controls bar, there are several buttons that enable interaction and accessibility options for participants.



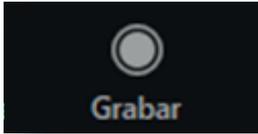
By clicking on the **“Participants”** button, a list with the meeting's participants will be displayed on the right-hand side.



Clicking on **“Chat”** opens the chat window on the right-hand side, where you can write to other users or the hosts of the room.



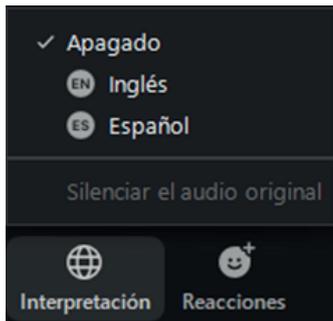
Clicking on **“Share Screen”** enables your desktop or presentation screen to be seen by all meeting participants.



Please do not use the **Record** feature, as meetings will be recorded by the hosts of each room, who will then make the recordings available to the participants.



As mentioned in section 4, "**Working Languages**," once the meeting admins activate the "**Interpretation**" feature, participants will be able to access an interpretation audio channel in their preferred language.

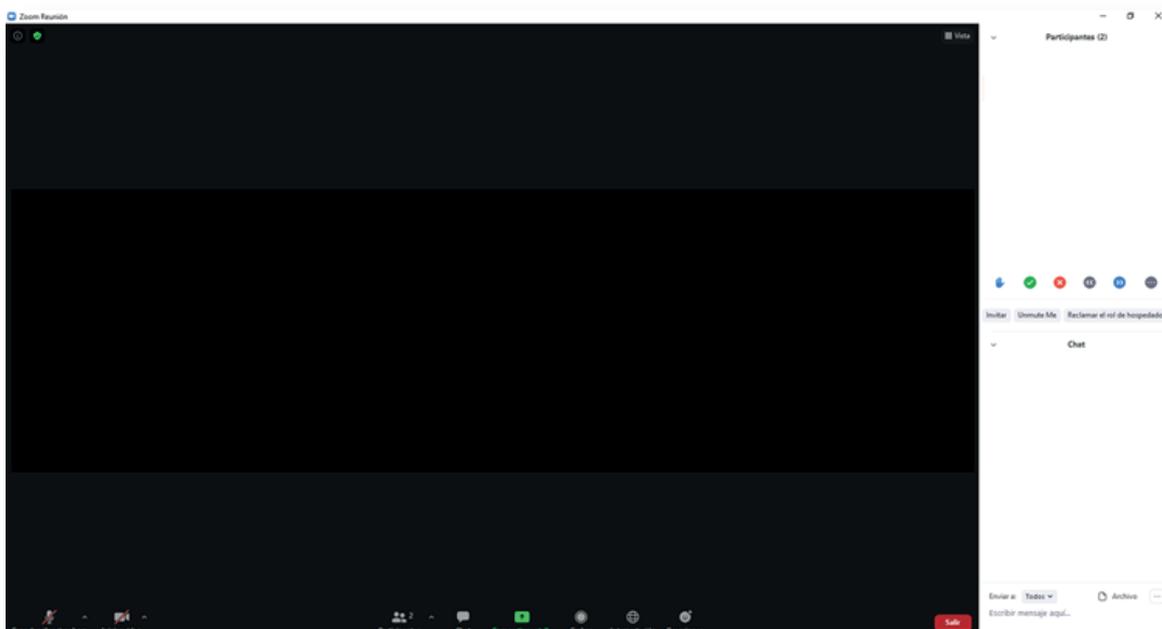


If you prefer to listen to all forum presentations in their original language (i.e., without interpretation), simply select "**Off**."



Finally, the "**Reactions**" button displays a list of emoticons that will not have any major impact on the meeting.

We recommend clicking on "**Participants**" and/or "**Chat**" at the beginning of the meeting so that, in case you wish to share something or ask a question in writing, you can easily know which panellist to address, as seen in the following image:



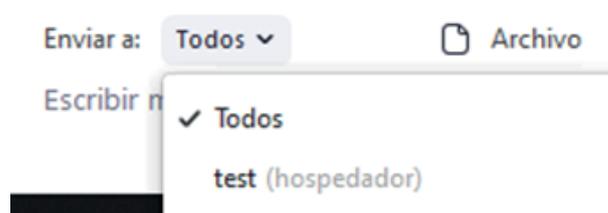
## 5.3.3 INTERACTIVE ICONS



The Participants pane includes a “**Rename**” option, which is displayed when you hover over your name. This is useful in case you use an institutional or shared account and the name of the institution or someone else is displayed instead of your name.

**Please use this feature to make sure your name, surname and institution are correctly displayed, so you can be properly identified by moderators and participants in the room.**

You can also choose to send chat messages to all meeting participants or to specific users:



This enables you to write down your questions and inquiries in advance, so the forum organizers can give you the floor later on. You can also interact with other participants privately during meetings and breaks.

Simply click the dropdown button to the right of “**To:**” and select “**Everyone**” or the name of the specific user you wish to write to.



If possible, choose a **quiet and furnished environment** (to avoid echoes), and be sure to close the doors and windows to avoid undesired noise and/or light.

We recommend using **headphones with a built-in microphone**. Avoid using the microphone on your device.

To ensure good framing and an optimal experience in the virtual rooms, we recommend **using a computer** instead of a smartphone or tablet.

Position yourself in front of the camera so that **your entire face** is in frame at the centre of the screen.

Make sure to **disable computer notifications and silence any other nearby devices** (such as smartphones, tablets, televisions and/or landlines) that might produce unwanted noise that may disrupt the meetings.

For greater audio and video stability during meetings, we recommend connecting to the internet using an **Ethernet cable**, instead of Wi-Fi.

When joining a Zoom meeting, make sure the other participants can hear you and you can hear them.

If you experience any technical issues, please reach out directly to the user “**Eventos IIEP UNESCO**”, which will be present in all meetings, or contact the **Forum Support** at [fororegional@iiep.unesco.org](mailto:fororegional@iiep.unesco.org).

WE HOPE YOU ENJOY YOUR  
EXPERIENCE AT THE 2020 REGIONAL  
FORUM ON EDUCATION POLICY!

The background of the lower half of the page is a collage of various geometric shapes and patterns in shades of red, white, and blue. These include squares, circles, triangles, and complex interlocking designs, reminiscent of nautical signal flags or abstract art.

REGIONAL 2020  
FORUM ON  
EDUCATION  
POLICY