

INTERNATIONAL YOUTH CONFERENCE 2021

TECH MANUAL

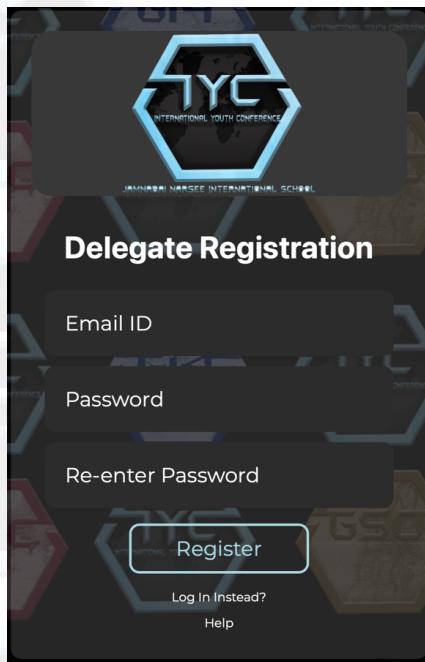


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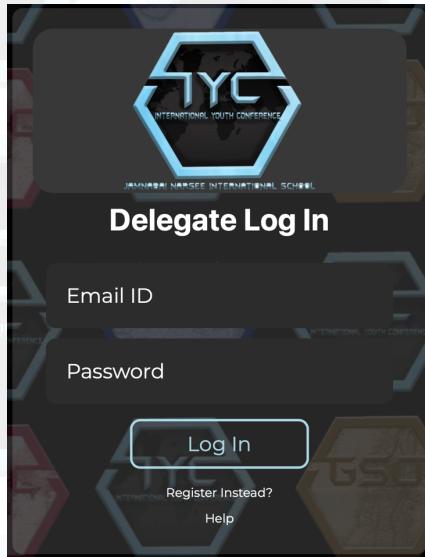
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1. How to register for IYC

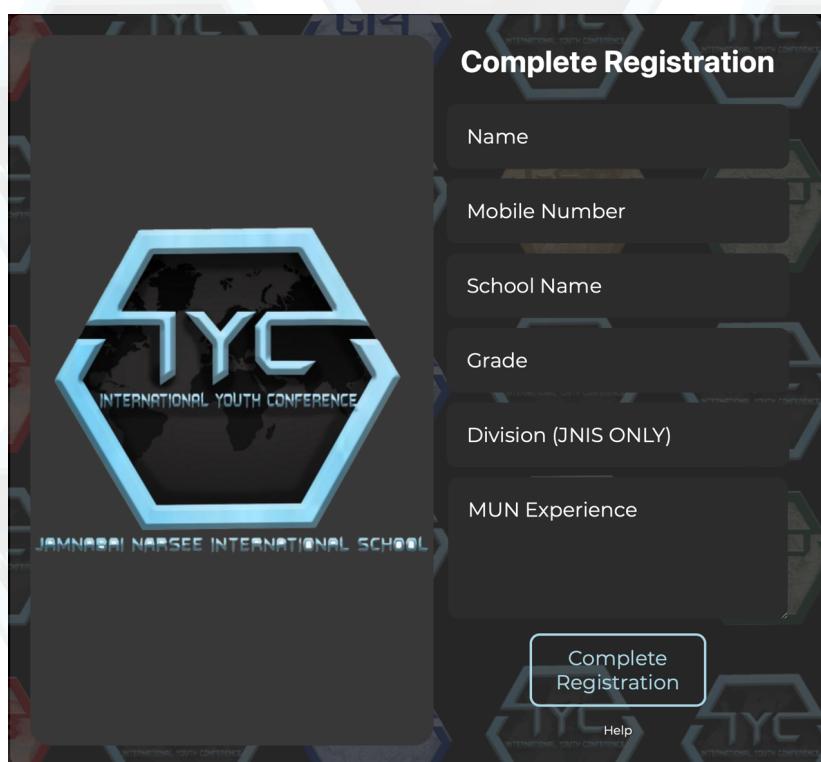
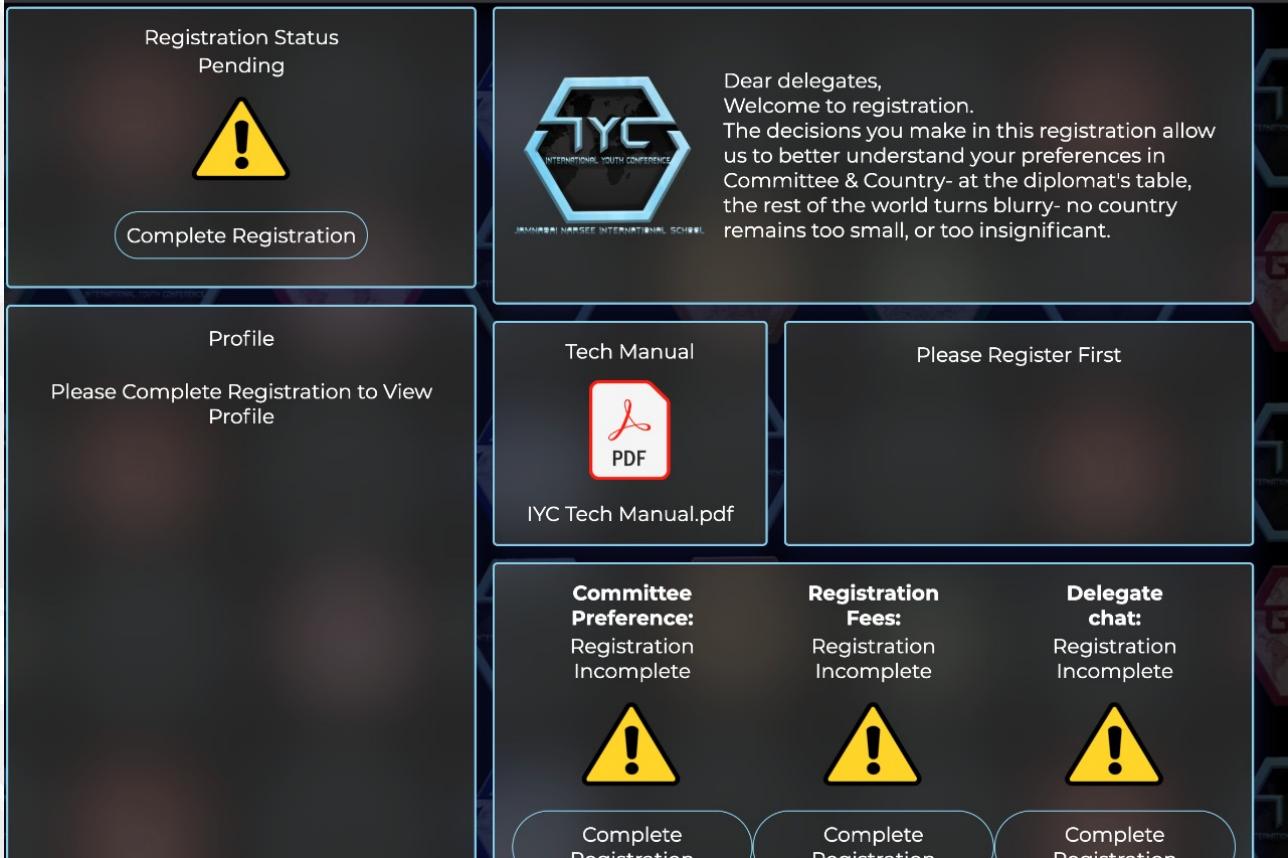
- I. Open the IYC website and click the registration button on the right side of the screen. Or navigate directly to the registration page at <http://delegate.jnisiyc.com/register.php>



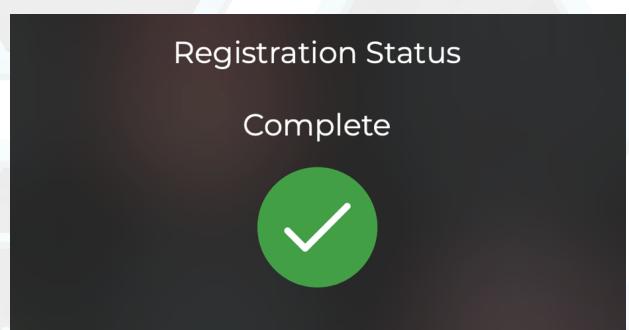
- II. Create your account by entering your email ID along with a password.
III. After creating your account, you will be directed to a login page to put in the same username and password to access your account.



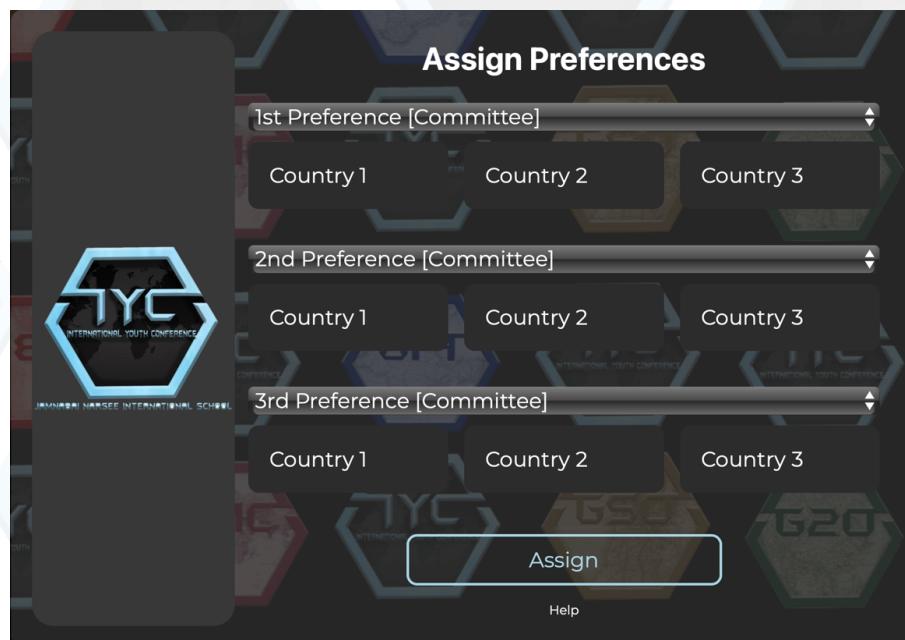
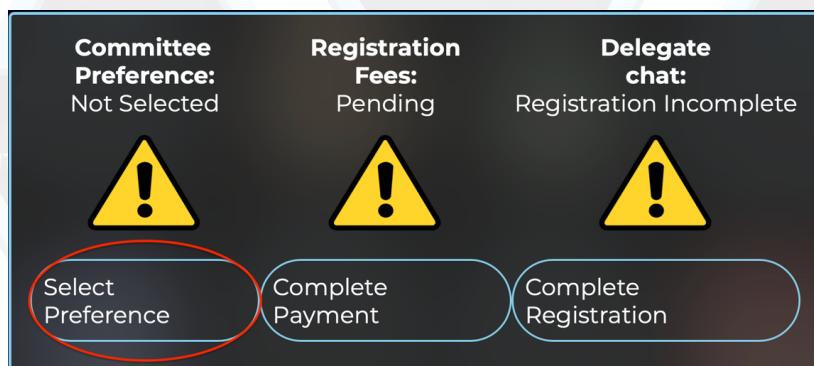
- IV. After creating your account, some more information is needed before the registration is complete.
- A. Click the complete registration button. You can enter your full name, mobile number, school name, grade, division, and past MUN experience on this page.



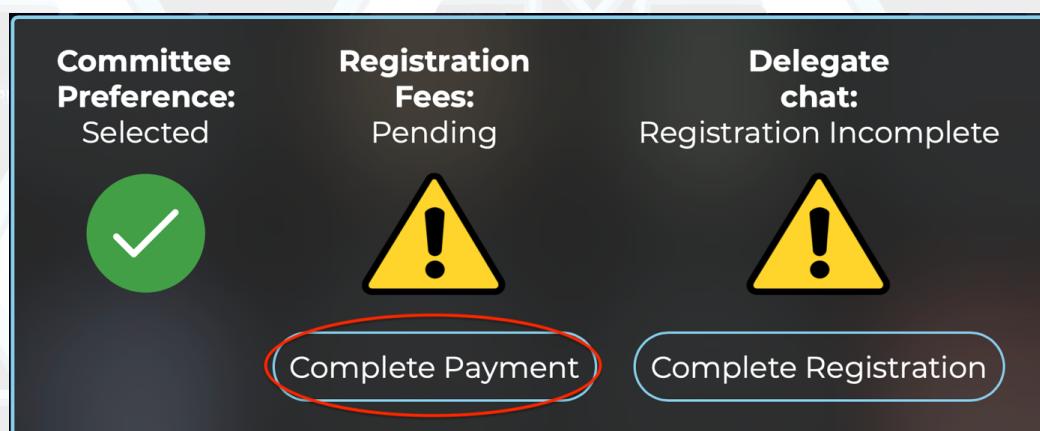
Successfully registering this is reflected under the registration status by a green tick mark.



B. Register Committee preference by clicking on the "Select Preference" button.



C. To complete your registration, click on the "Pay Registration" button. This will redirect you to the payment gateway, where you can safely complete the payment. If your payment is successful, allow for up to 24 hours for manual confirmation, which a green tick mark will reflect under "Registration Fees".



V. Delegates can use the website for official communication with the Executive Board.

- a. Once you join the chat server, you will shortly be assigned to your committee.
- b. Locate your committee and access the dropdown menu to see the channels you can chat on.
- c. You can send chits to the Executive Board of your committee on the _____ channel.
- d. You can send chits to a delegate; they will be tagged by the name of their country.

VI. You can check the details of your registration in the table on the left side of the page.

2. Delegate Controls

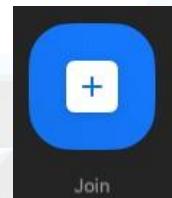
<https://support.zoom.us/hc/en-us/articles/200941109-What-Are-the-Attendee-Controls->

About

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected as the alternative host (if the host cannot join) will have host controls, including muting audio, using video, sharing your screen and more.

Join a Meeting

Join a meeting by clicking on a Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID if prompted => click to join the audio conference. When you're in the meeting, you may click on the Start Video button to start your video.

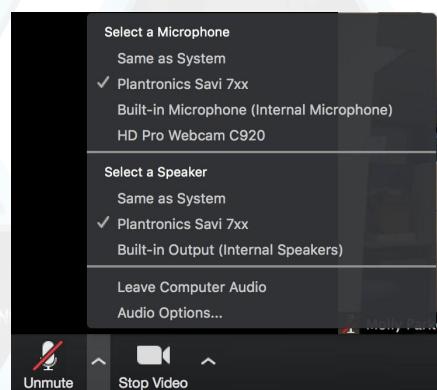


Delegates can also join the meeting with a zoom link that the chairs will upload on the WhatsApp group of the respective committee



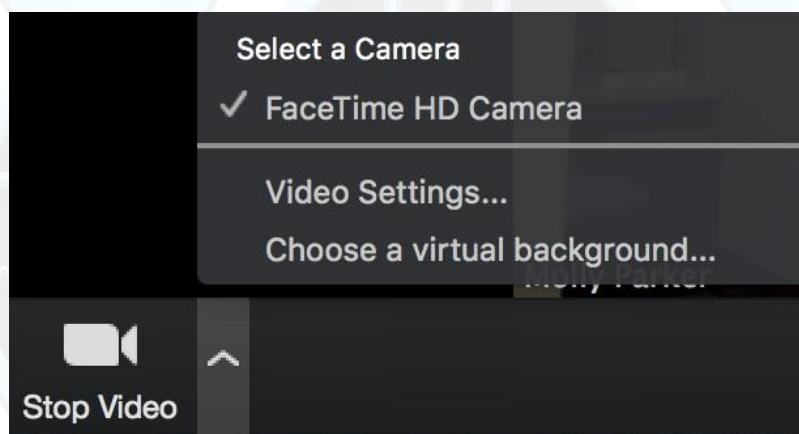
Mute/Unmute & Audio Settings

You can mute and unmute your microphone and the host can mute you too. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



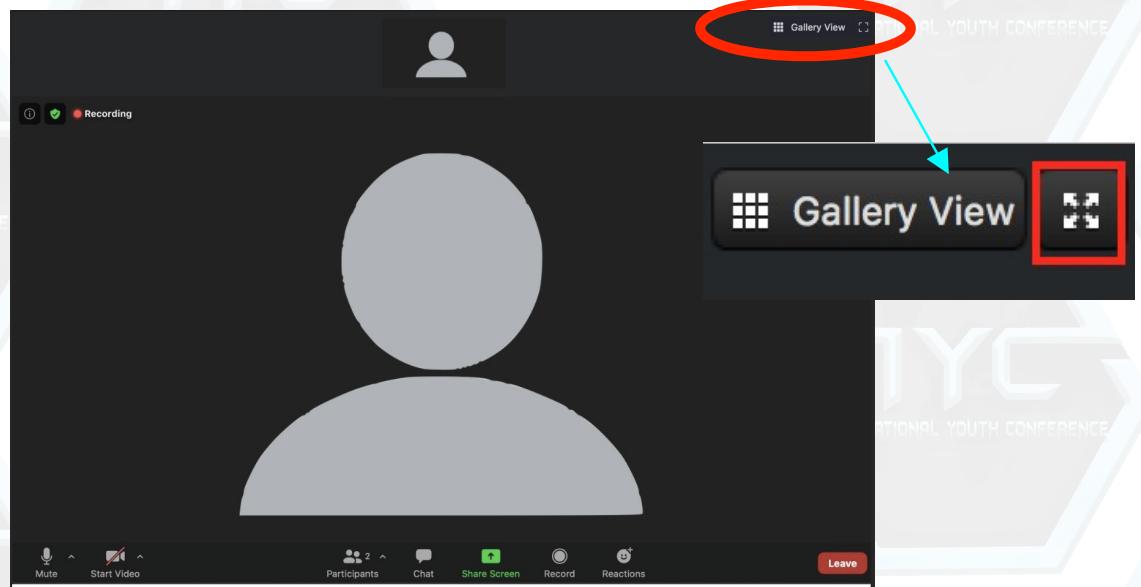
Start/Stop Video & Video Settings

You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



Choose video layout

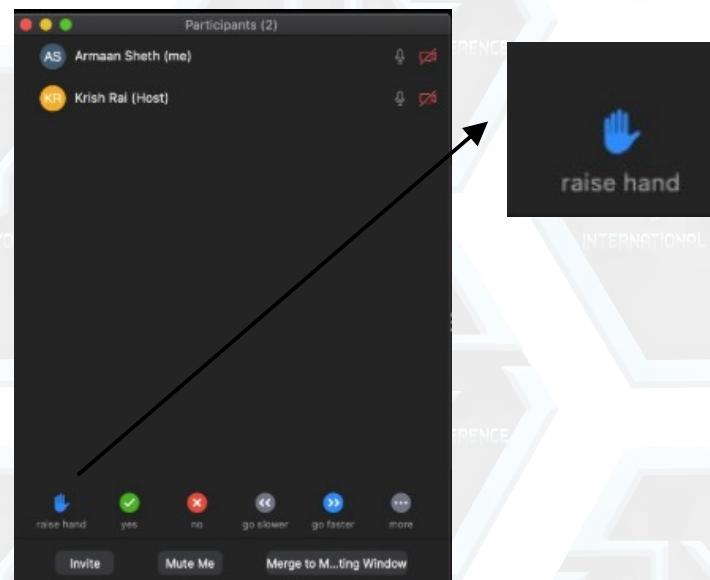
At the upper right of the Zoom window, you can switch between active speaker view and gallery view. You can also switch between a shared screen and the video by clicking on a button available in this location during a screen share.



Participants

If you click on participants, you can see who is currently in the meeting. The participants' list also gives you the option to raise your hand or rename yourself.

- **Raise Hand:** notifies host and shows a prompt to stimulate hand raise.

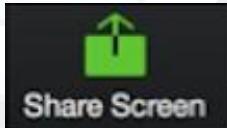


- **Rename:** Hover over your name to change it as it is seen in the participants' list and video window



Share Screen

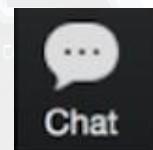
If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.



Chat

Chat with individuals or everyone in the meeting.

Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop-down next to **To:** to change who you are chatting with.



Enter/Exit Full Screen

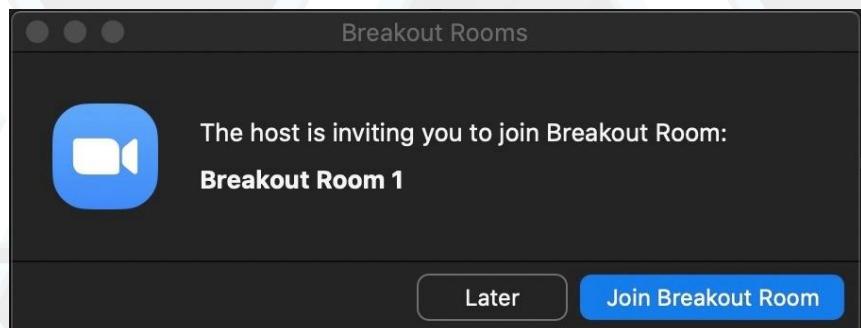
At the top right of the Zoom window, you can enter or exit full-screen mode. You can also exit the full screen by clicking **esc**.

Pin video

Pin video makes a user the primary speaker for you, instead of switching between the active speaker video. You can pin a video by right-clicking on the video of the person you want to pin or double click on their video window.

3. Breakout Rooms

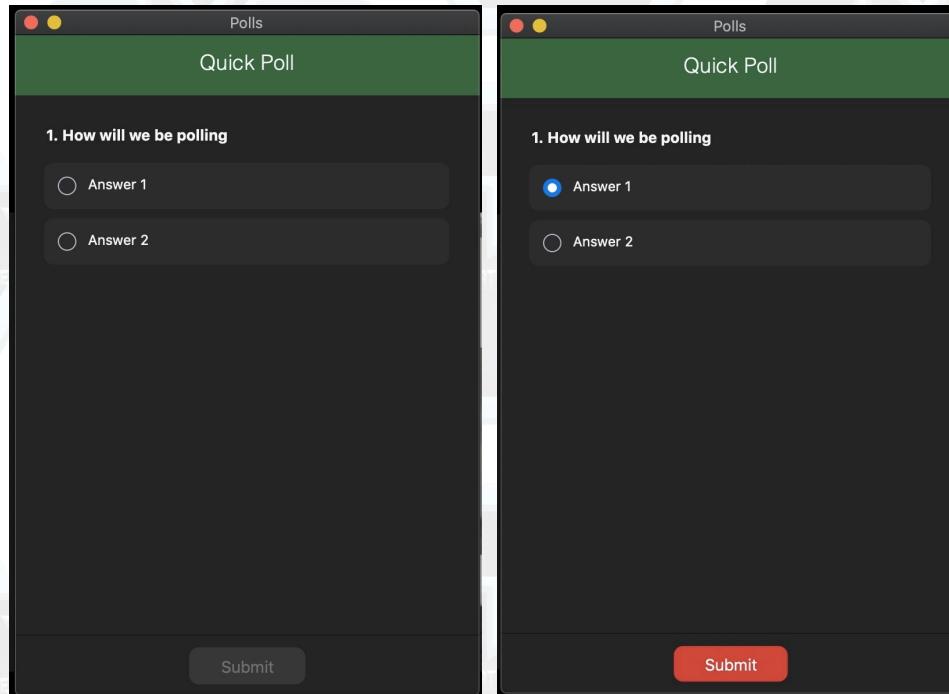
The executive board will use breakout rooms to discuss agendas with delegates in specific groups or subsets within the committee. Here is how you can join and leave these rooms when the EB enables breakout rooms.



Click the buttons highlighted in blue to navigate within the rooms on the EBs instructions.

4. Polling

The EB will host polls to vote on specific agendas. This is how you can navigate and vote correctly.

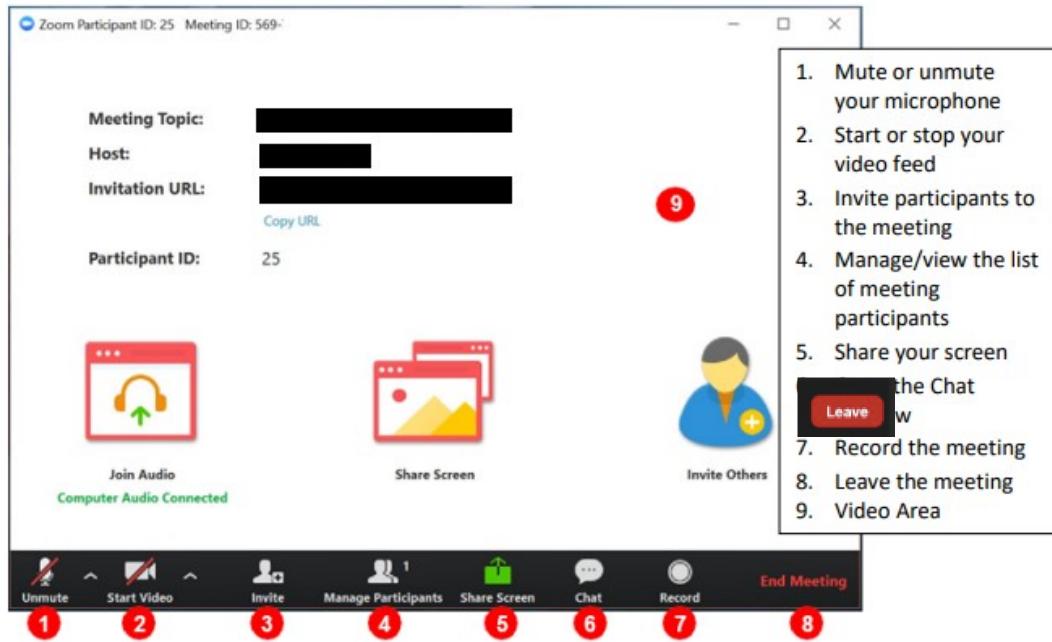


5. Leave Meeting

You can leave the meeting at any time by clicking on the *Leave Meeting* option at the lower right corner of the Zoom window.

6. Summary

Following are the most basic navigation tips you will need around the video conferencing software.



7. Miscellaneous Problems

- ***Audio Problems:***

- I. To avoid issues such as distortion, echo or static audio, follow these practices:
- II. Use a headset. A headset with a dedicated microphone and earpiece is recommended regardless of whether phone or computer-based audio is used in the meeting room.
- III. Find a quiet place. All participants should find a quiet environment before joining the zoom meeting.
- IV. Isolate your speakers from your microphone. Speakers are not recommended. Users should not play the meeting room audio through computer speakers because their microphone may pick it up and transmit it to the meeting room.
- V. If you are not speaking, mute yourself. All users can mute themselves in zoom by clicking the microphone icon on the lower-left corner of the page.
- VI. Test your tech. You can do this by testing the speaker and microphone, as indicated in the picture below. You MUST make sure that you have 'joined with audio' before even considering this step.

- ***Connection Issues:***

If you experience connection delays or interruptions once you've joined the meeting, you should choose help > troubleshooting within the meeting room to run a connection test. If the problem persists, try any of the following :

- I. Close the meeting tab and open the meeting
- II. Restart your browser and open the meeting
- III. Disconnect and reconnect to your Wi-Fi

- **"The Chair is sharing their screen, but it is not clear!"** - If you are having trouble seeing the shared screen, try the following:

- I. Click the Full-Screen button on the top of the Share pod. 2. View the full resolution by using the pod options menu in the top right-hand corner of the pod to select Change View > Zoom In.
- II. Otherwise, there must be a problem with your internet for which follow instructions under connection guidelines.

- “**I have been granted rights to speak, but no one can hear me!**” - If you are having trouble being heard, try the following tasks:
 - I. Make sure your computer microphone is not muted.
 - II. Run through the audio setup guidelines.

8. For More Information

Contact Technical Support

<https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

Zoom Help Center

<https://support.zoom.us/hc/en-us/categories/200101697Getting-Started>

Getting Started

<https://support.zoom.us/hc/en-us/sections/201740096-Training>

Tutorials Mobile

<https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

OR

If you still need assistance to solve any technical issues or difficulties, feel free to contact one of our IT team or Executive board members. We shall make it our mission to do our level best to troubleshoot your issue at the earliest, Thank you !!

- IYC OC