# Regional Cluster Meeting
Capacity Building in Higher Education
Project impact in Central Asia

ZOOM GUIDE

1. Registration

To access the forum, you need to download the updated Zoom 5.3.2 application to desktop/tablet etc. using the following link: https://zoom.us/support/download ➡️ enter the forum clicking «**Join a Meeting**» ➡️ enter the meeting ID sent by the host/organizer to your email. Please, note that you will not be able to access the meeting through your browser and so you should download the Zoom app from the link above.
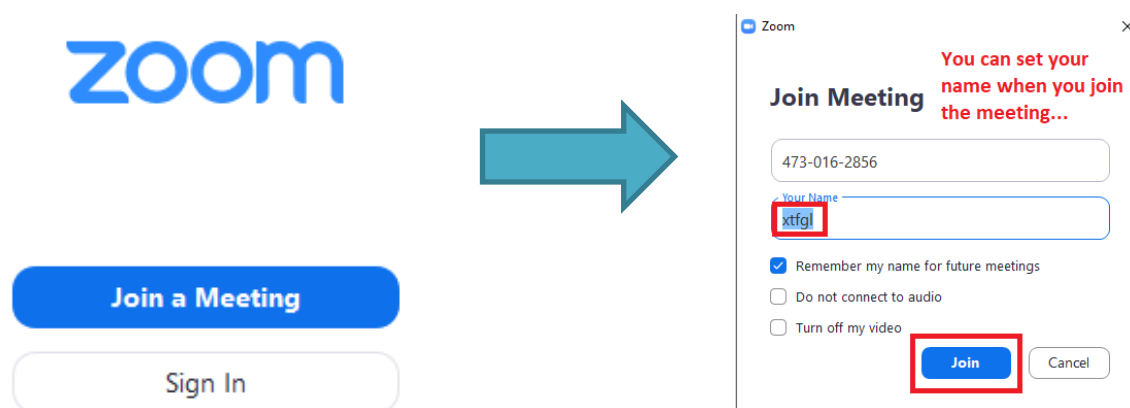
2. When you join the first Zoom meeting, **please encode your name according to the following format**: name, surname, (acronym of) institution, country (example: Ulugbek Ikramov, NICOPA, Turkmenistan).

3. Instructions on how to use the zoom interpretation feature:

Follow the webinar in English
1. Click on the globe icon for interpretation (at the bottom right of your screen).
2. Select "English".
3. Select "Mute Original Audio".

Follow the webinar in Russian
1. Click on the globe icon for interpretation (at the bottom right of your screen).
2. Select "Russian".
3. Select "Mute Original Audio".

VIDEO CALLING TIPS

MUTE YOURSELF WHEN YOU ARENT SPEAKING

Even quiet background noises are distracting. If you use the mic built into a laptop, avoid typing when un-muted. Speak at a normal volume.

MINIMIZE INTERRUPTIONS

Notification noises are very loud to other participants in on a call. Set any alerts to silent and find a quiet place to video call.

WEAR HEADPHONES

It is much easier to hear each other and will help prevent mic feedback. Many headphones have built in mics that are great for video calls.

DON'T TALK OVER EACH OTHER

Lag can make asking questions out loud difficult. Instead, try raising your hand or send a text chat. Use "thumbs-up/down" when able.

AUDIO OR VIDEO FREEZING ?

You may have a bad internet connection. Try turning off your video. or using an ethernet connection, especially with bigger groups calls.

BE A GOOD HOST

Not everyone will follow the rules. Hosts have the ability to mute others, stop them from sharing screens, or remove them from calls.