



**MECHANISM FOR FOLLOW-UP ON IMPLEMENTATION OF THE  
INTER-AMERICAN CONVENTION AGAINST CORRUPTION (MESICIC)**

**Guide for Alternate Experts (observer):**

**Procedures for the Thirty-Fifth (virtual) Meeting of the MESICIC Committee of Experts**

This guide explains how to connect to the Thirty-Fifth (virtual) Meeting of the MESICIC Committee of Experts (hereinafter, “the Committee Meeting”). Since all the meeting’s virtual sessions will use the Zoom platform, this guide provides an explanation on how to access that platform as well as on the use of the tools the platform provides that will be used during the course of the Committee Meeting. It also sets out certain organizational and security issues to be observed during the meeting.

**Index**

**Technical instructions for the use of the Zoom Platform tools** ..... 2

    I. Technical requirements for consideration prior to the start of the Thirty-Fifth Meeting of the Committee of Experts ..... 2

    II. How to join the meeting? ..... 3

    III. What do I do once I click on the link? ..... 5

    IV. Technical Difficulties..... 6

    V. Interpretation..... 6

**Organizational issues for the Thirty-Fifth Meeting of the MESICIC Committee of Experts** ..... 7

    I. Shared Screen..... 7

**Security and Confidentiality** ..... 8

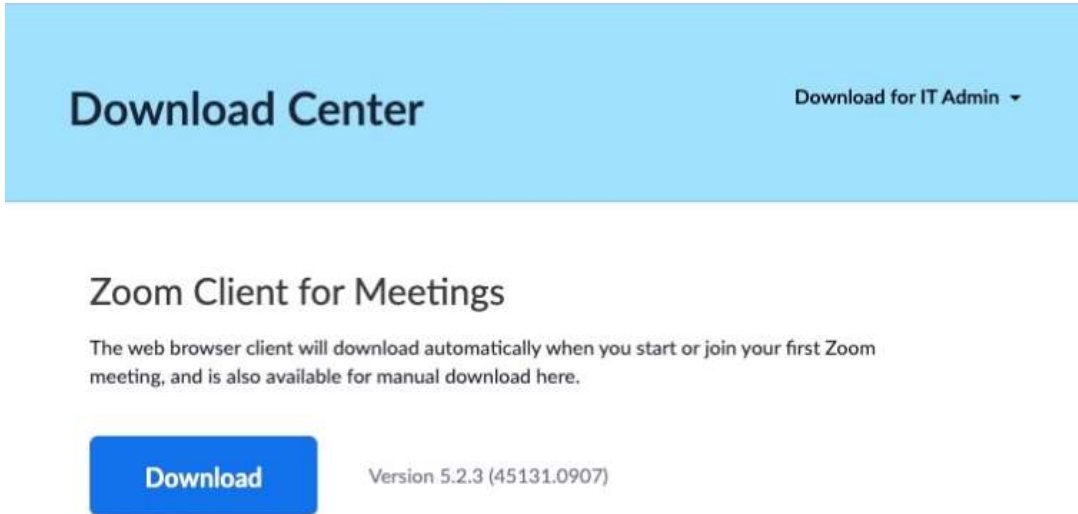
**Technical instructions for the use of the Zoom Platform tools**

I. Technical requirements for consideration prior to the start of the Thirty-Fifth Meeting of the Committee of Experts

Successful attendance of a virtual meeting depends on the quality of your internet connection. In this respect, you will need a stable, high-quality internet connection. The following steps may help improve your connection:

1. Internet connection through an Ethernet cable. It is not recommended to use a Wi-Fi connection, however if the only option is to connect through a Wi-Fi, we highly encourage the panelist to place their computer next to the Wi-Fi router to ensure that the Wi-Fi signal is strong enough to transmit the video, presentations, and audio.
2. A desktop with a camera and external or built-in microphone, or a laptop with a built-in camera and microphone. **We highly discourage the use of cellphones as a substitute for a computer.**
3. Headphones or, if possible, headset (this reduces the risk of feedback and background noise).

4. Close all background applications and additional software to improve the computer's performance (a video call requires many resources from a computer; therefore, its resources should be reserved for the use of the meeting).
5. Please download the Zoom application at <https://zoom.us/download> (downloading the application is free of charge).



The screenshot shows the Zoom Download Center interface. At the top, there is a blue header with the text "Download Center" on the left and "Download for IT Admin" with a dropdown arrow on the right. Below the header, the main heading is "Zoom Client for Meetings". Underneath, a paragraph states: "The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here." Below this text, there is a blue button labeled "Download" and the text "Version 5.2.3 (45131.0907)".

6. To ensure that you can access the meeting without unnecessary delays, test your Zoom connection before the meeting starts. Please conduct the test using the same device, internet connection, and location that you will use to connect to the virtual meeting at this link: <https://zoom.us/test>.

## II. How to join the meeting?

1. As an accredited Alternate Expert, you will receive an email from the MESICIC Technical Secretariat (hereinafter "the Technical Secretariat") with a link to the invitation to REGISTER for the virtual meeting. Please click where it says, "**Register in advance for this webinar**".

Hi there,

You are invited to a Zoom webinar.

When: Aug 27, 2020 02:30 PM Eastern Time (US and Canada)

Topic: Prueba Webinar con Zoom

Register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_a\\_jojkyR\\_2iPM3jq7leNA](https://zoom.us/webinar/register/WN_a_jojkyR_2iPM3jq7leNA)

After registering, you will receive a confirmation email containing information about joining the webinar.

2. Proceed to enter the details requested: First Name, Last Name, email address. Please ensure that you select all the days on which you will attend.

## Webinar Registration



Topic Trigésima Quinta Reunión del Comité de Expertos del MESICIC

Time You can choose to attend one or more of the following webinars.

- Mar 8, 2021 05:00 PM
- Mar 9, 2021 05:00 PM
- Mar 10, 2021 05:00 PM
- Mar 11, 2021 05:00 PM

Time shows in [Eastern Time \(US and Canada\)](#)

**IMPORTANT:**  
Be sure to select all the days  
you plan to attend.

\* Required information

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

By registering, I agree to the [Privacy Statement](#) and [Terms of Service](#).

Register

3. Once registration is complete, you will receive an email, to the address that you used to register, with a link to join the meeting. The email will have the following format and include the meeting link and password and the various options for connecting to the meeting, depending on the device used.

Hi ----,

Thank you for registering for "Trigésima Quinta Reunión del Comité de Expertos del MESICIC".

Please submit any questions to: ----

Date Time: Mar 8, 2021 05:00 PM Eastern Time (US and Canada)

Every day, 4 occurrence(s)

Mar 8, 2021 [horario en el que tendrá lugar el día 1 de la reunión]

Mar 9, 2021 [horario en el que tendrá lugar el día 2 de la reunión]

Mar 10, 2021 [horario en el que tendrá lugar el día 3 de la reunión]

Mar 11, 2021 [horario en el que tendrá lugar el día 4 de la reunión]

Please download and import the following iCalendar (.ics) files to your calendar system.

Daily: [https://zoom.us/webinar/tJ0rduqprzssE9ZmmlQNNJHNt4nh4FQhD9Rs/ics?user\\_id=RIYu7pXtSX2E89NCM1BCgw](https://zoom.us/webinar/tJ0rduqprzssE9ZmmlQNNJHNt4nh4FQhD9Rs/ics?user_id=RIYu7pXtSX2E89NCM1BCgw)

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

Passcode: 187102

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

4. At the day of the meeting, please click **“Click Here to Join”**.
5. If you did not receive the message with the meeting link after registering, please check your “Spam” and/or “Junk” tray. If the email with the link to the meeting is not in any of the message trays, register again using another email address (sometimes institutional email protection systems block Zoom messages). If the error continues, please call or text:
  - Monday, March 8<sup>th</sup>, and Wednesday, March 10<sup>th</sup>: Fiorella Medina ([FMedina@oas.org](mailto:FMedina@oas.org)) al + 1 (571) 251-4167
  - Tuesday, March 9<sup>th</sup>, and Thursday, March 11<sup>th</sup>: Pedro Lupera ([PLupera@oas.org](mailto:PLupera@oas.org)) al + 1 (305) 326-3062

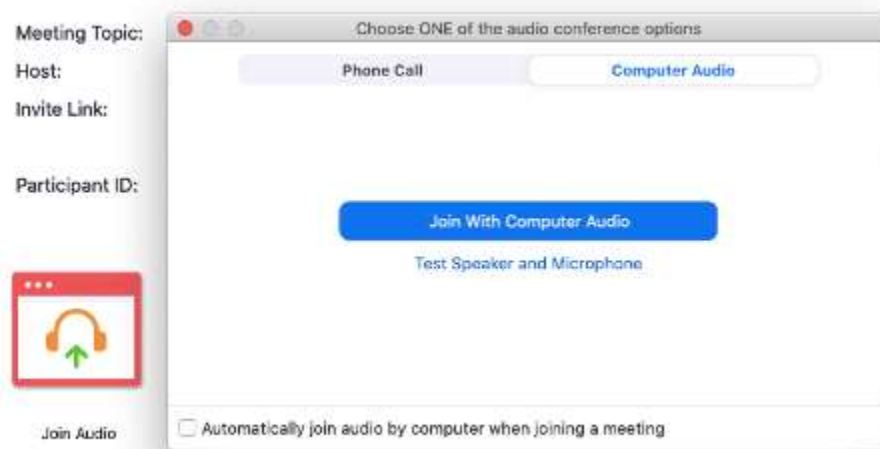
### III. What do I do once I click on the link?

1. Once you click “Join meeting” in the email sent by the Technical Secretariat, you will be redirected to the Zoom platform.
2. The virtual meeting room will open 30 minutes before the meeting. We ask all Experts to join the meeting 30 minutes prior to the start time of the meeting to test the audio and interpretation features.

3. We ask all Lead Expert to ensure that the name that appears in the platform follows the following format: “[Country], [Name] [Last Name]”

#### IV. Technical Difficulties

1. Alternate Experts and delegates will only have access to audio during the sessions (both their microphones and cameras will be disabled) with the exception of those situations in which the Lead Expert requests the Technical Secretariat to activate the microphone of a particular Alternate Expert or delegation member.
2. If you lose your audio, press leave the meeting and try to log back into the session with the link sent by the Technical Secretariat and make sure that, when the sound and audio notification appears, that the correct option for your computer’s audio system is selected.

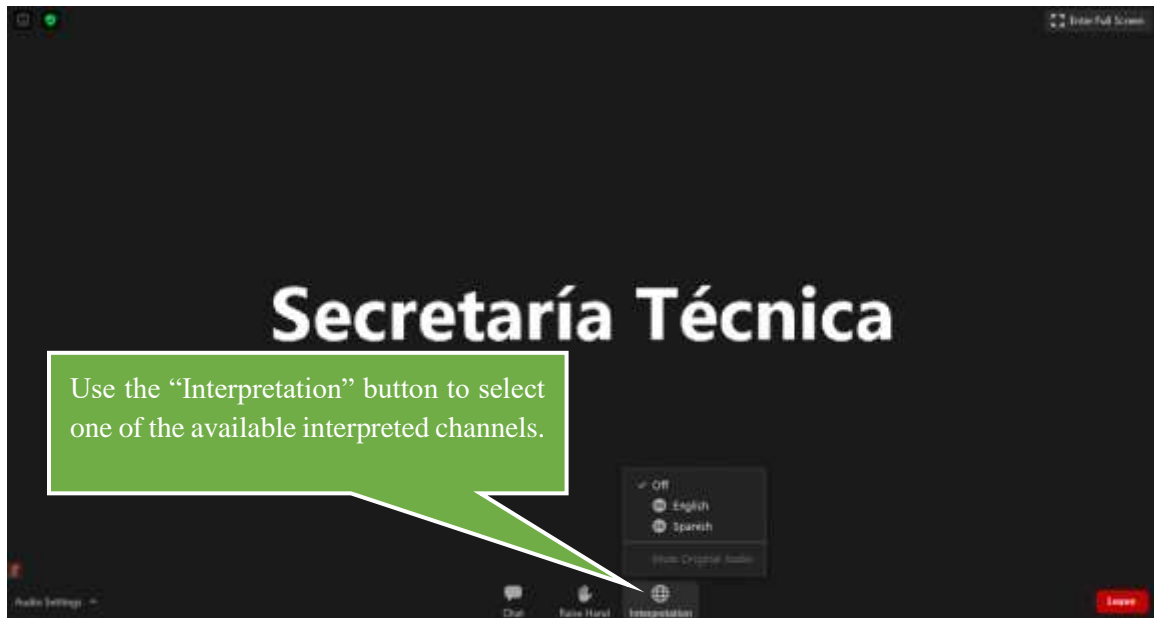


3. If the error continues, please call or text:
  - Monday, March 8<sup>th</sup>, and Wednesday, March 10<sup>th</sup>: Fiorella Medina ([FMedina@oas.org](mailto:FMedina@oas.org)) al + 1 (571) 251-4167
  - Tuesday, March 9<sup>th</sup>, and Thursday, March 11<sup>th</sup>: Pedro Lupera ([PLupera@oas.org](mailto:PLupera@oas.org)) al + 1 (305) 326-3062

#### V. Interpretation

1. The meeting will have simultaneous interpretation in both English/Spanish. To Access the desired language please click on the “**Interpretation**” icon at the inferior part of the platform.

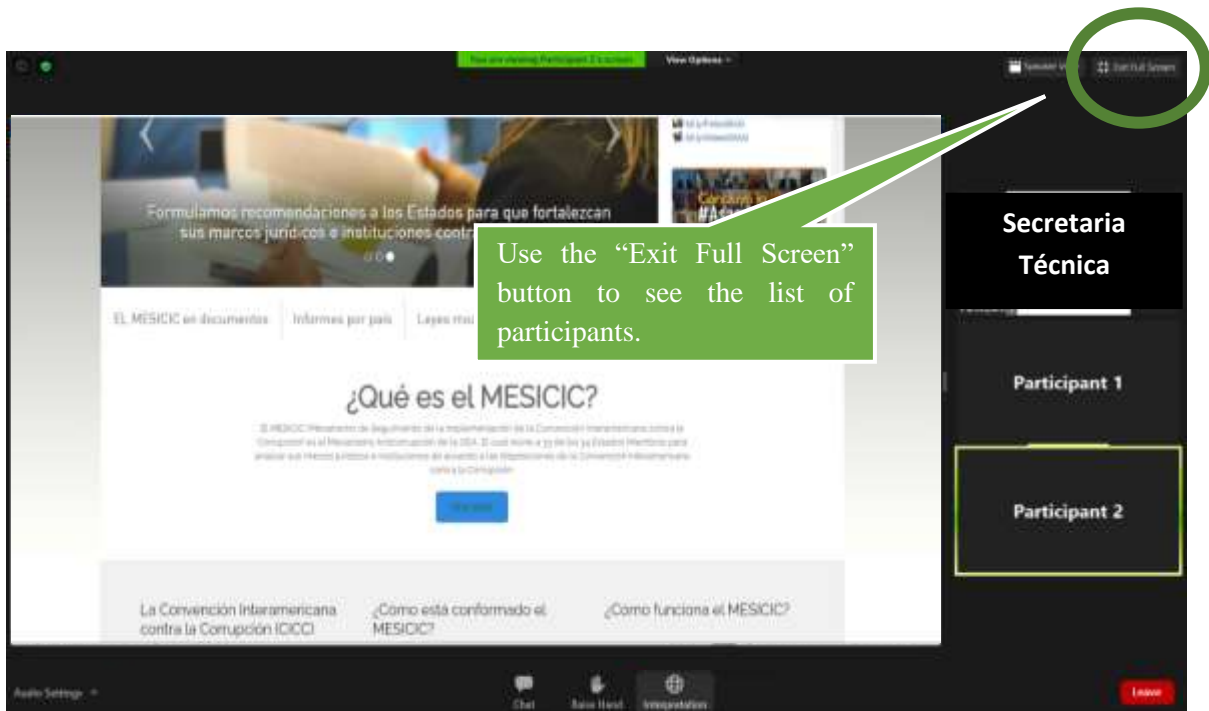
2. Once you click on the interpretation icon you will be able to select one of the three channel options. We do not recommend the “Mute Original Audio” option since you will not be able to listen the floor (original audio) when the interpreter is not speaking through the selected channel.



## Organizational issues for the Thirty-Fifth Meeting of the MESICIC Committee of Experts

### I. Shared Screen

1. In those discussions where specific documents are to be presented, the Technical Secretariat will share the document over the Zoom system. The system interface will change as shown below. If you want to see the list of participants, click on the button “**Exit Full Screen**” in the upper right of your screen or press the “**Esc**” key.



### Security and Confidentiality

1. To assure the confidentiality and Security of the virtual Meeting of the Committee, each session will have its own link and password. In addition, given the confidential nature of the information that will be shared during the (virtual) Meeting of the Committee, only those Experts and officials identified to the Technical Secretariat by their States before January 22, 2020, will be approved for registration.
2. Given the confidential nature of the information that will be shared during the (virtual) Meeting of the Committee, all participants must protect its confidentiality and may not divulge it by any means or record its sessions. **By entering the session, the Expert agrees, first, not to disclose the information shared and provided during the session; second, not to record the session; and third, not to share the session’s discussions with either the media or on social networks.**