

Organising a Zoom meeting

The International Secretariat has set up a **Zoom account** to facilitate ICOMOS Committees, Working Groups, Task Forces and other specific groups holding online meetings. Given the geographical spread of ICOMOS members, this tool should support regular exchange and participation from all regions.

*Due to the current COVID-19 pandemic and the resulting restrictions (quarantine and confinement), we have decided to **extend the use of this Zoom account to all ICOMOS members** – to the extent that our technical abilities allow it.*

The account set up by the International Secretariat can accommodate **up to 100 participants**, and we can allow meetings to last up to one day.

Zoom is a tool similar to Skype, in the way that it allows video and audio interactions over the Internet. You can see an online presentation of this tool here: <https://zoom.us/>.

Examples of ICOMOS meetings for which this Zoom account can be used for:

- Board or Bureau meetings of a Committee
- Working Group / Task force meeting
- Specific group or Committee organising an ICOMOS event or conference, etc.
- Other meetings related to ICOMOS activities/programmes
- Interacting and meeting with colleagues/other ICOMOS members.

Access to the account and scheduling will be managed by the International Secretariat – please follow the guidelines below.

How to set up a Zoom meeting?

1. Set up a free Zoom account (“Basic”) and download the Zoom application on your computer: <https://zoom.us/signup>

2. Request a meeting – at least **two weeks before** the date of the meeting – via [this form](#).
Due to the current COVID-19 pandemic and the exceptional ensuing circumstances, this delay has been reduced to two working days.

3. A response will be sent to the email address you indicated in the form within a few days with the following information:

- **confirmation** of the meeting
- **link** to access the meeting.

If the date you requested and the alternative date you proposed are not available, the International Secretariat will contact you directly to find a suitable date.

4. Inform meeting participants of the date of the meeting and send them the link to access it.

5. On the day and time, click on the link provided to join the meeting. Zoom should launch its application and ask you if you want to join the meeting.

The participants should also have Zoom installed on their computer in order to join, otherwise Zoom will ask them to download and install the application. Any participant clicking on the link can choose to launch the meeting if it hasn't started yet, or join in if it has already been launched.

Each participant can choose to turn their microphone and video on or off. We recommend using headphones so as to avoid noise feedback.

ICOMOS

As we are launching this service for the first time, we are keen to receive comments and suggestions to improve it as Committees and groups start using it. Depending on uptake and use, we may have to adapt the above modalities in the future.

If you have any questions or requests, please email the International Secretariat:
[secretariat\[at\]icomos.org](mailto:secretariat[at]icomos.org).