Zoom & Virtual Conference Guide

1) Downloading Zoom:

a) Go to this link and download the appropriate version for your computer. If you already have Zoom downloaded, please make sure that it's up to date.

b) Open the Zoom app and sign in with the email you used to register for the conference.

c) If you already have Zoom, make sure it is up to date with the latest version.

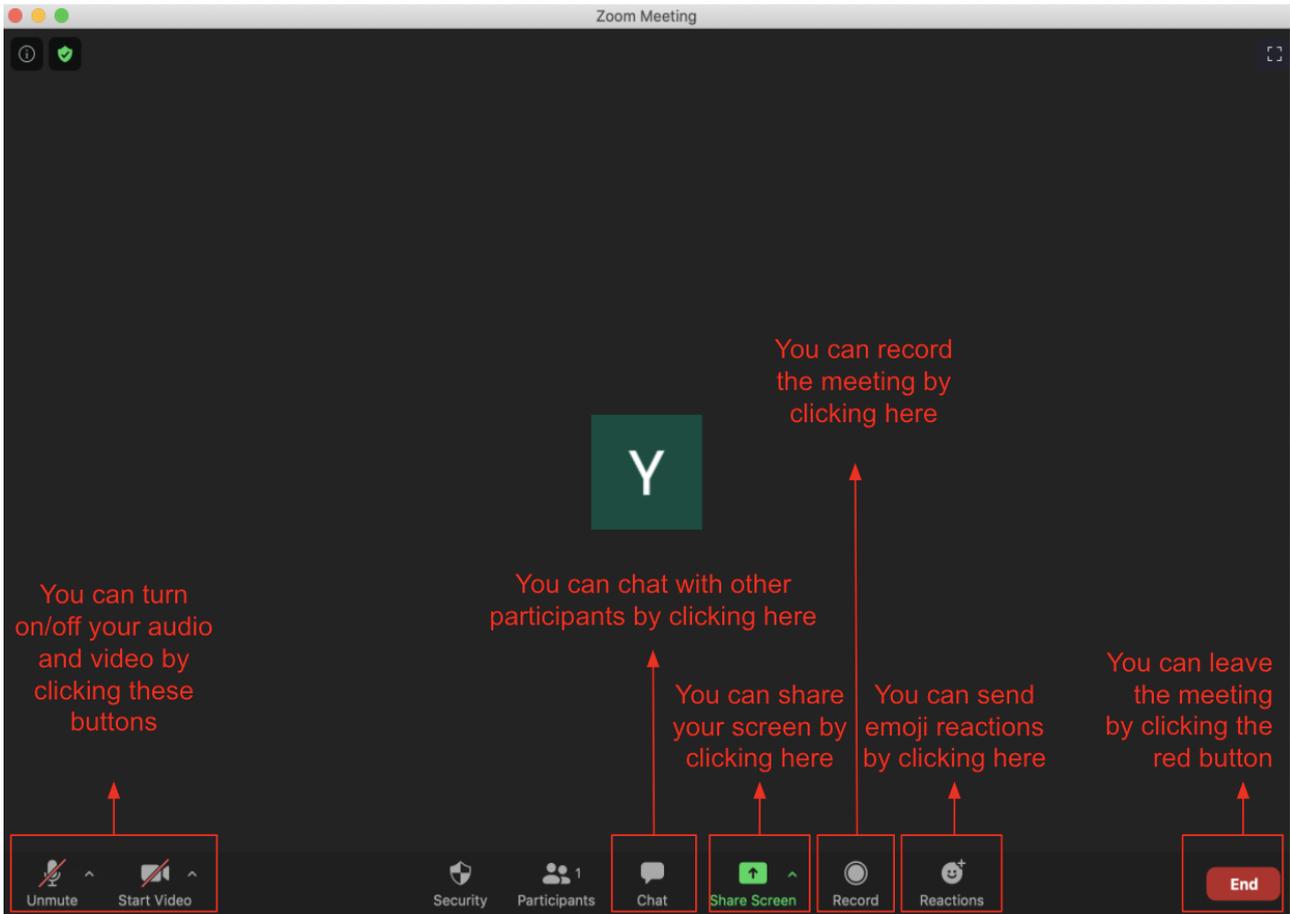d) You should see this screen when you are finished.
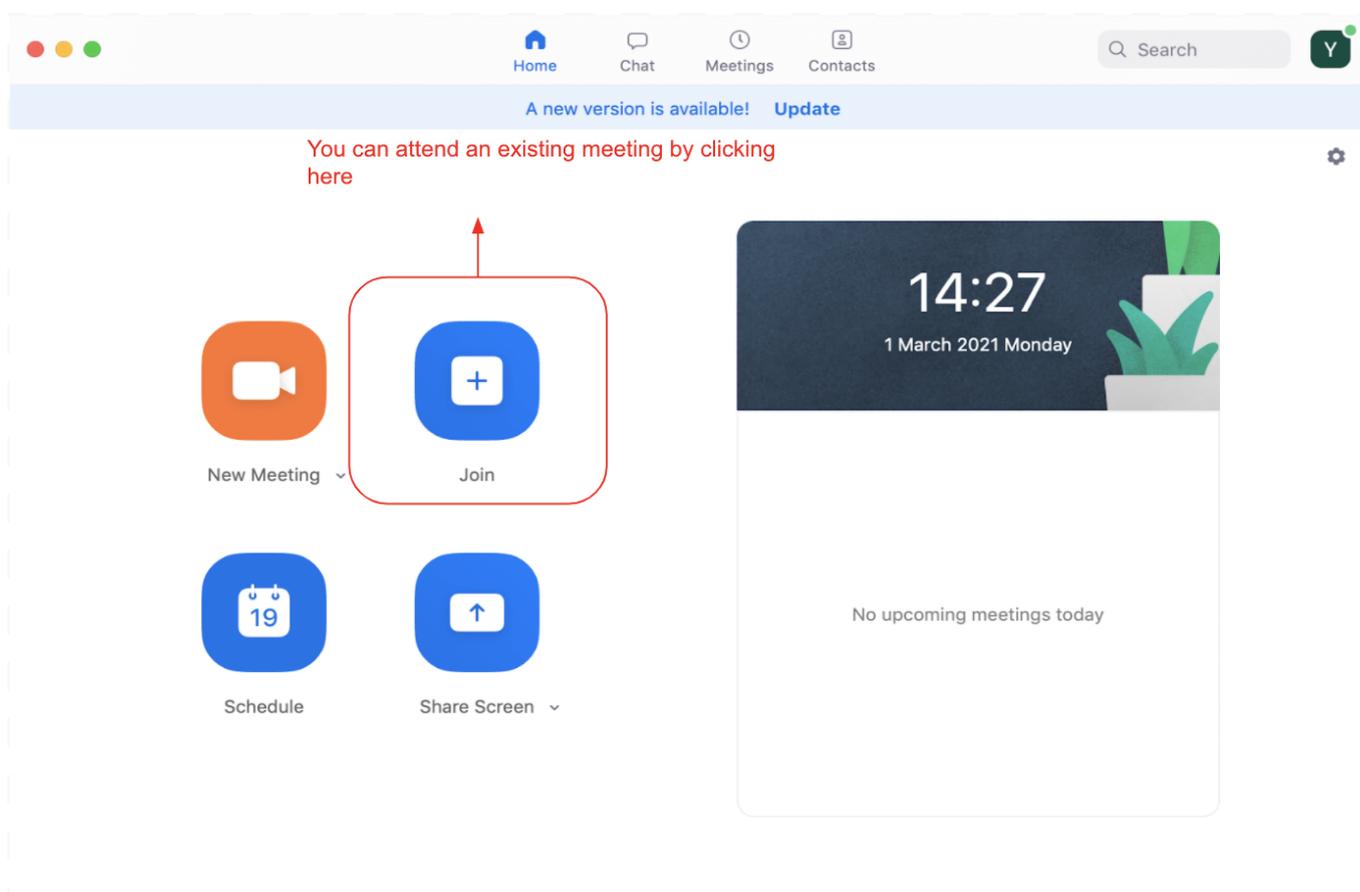
2) Accessing meetings:

a) Follow the timeline and the conference schedule when accessing meetings.

b) Enter your Zoom meeting from the link provided on your Master Doc, which you should have received through your email address or from your MUN advisor.

c) If you experience any difficulties accessing your committee, send an email to secretariat@hisarjmun.org and we will get back to you promptly with the necessary assistance.
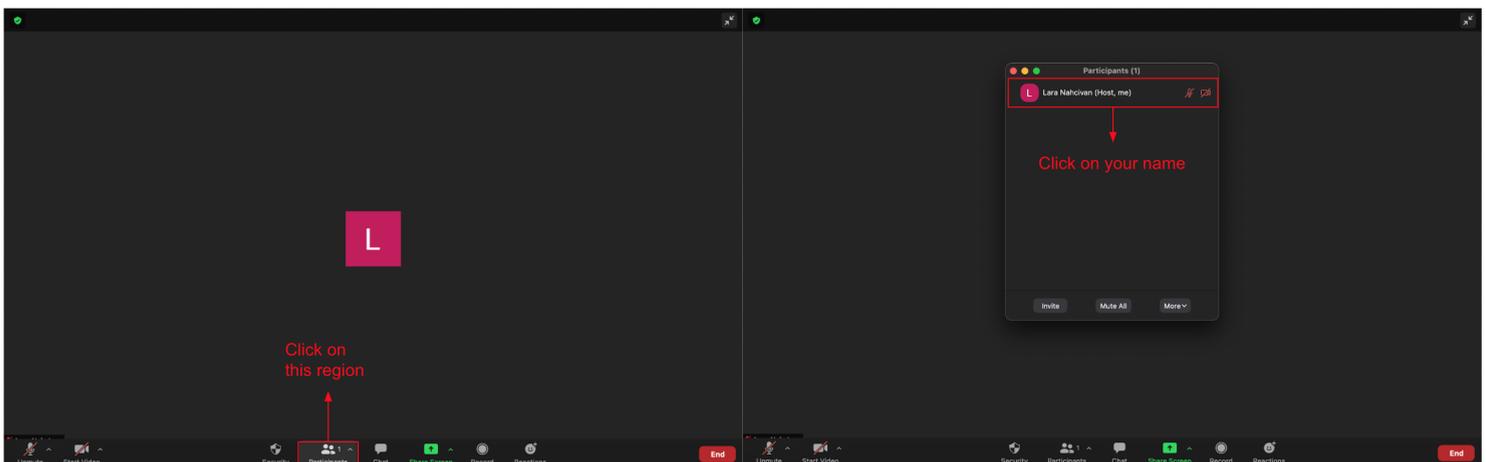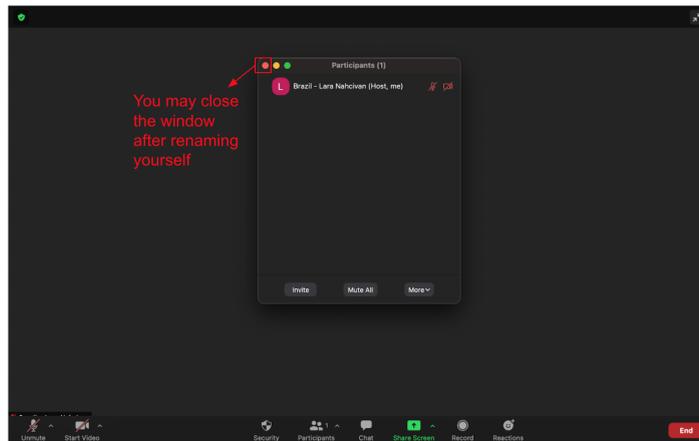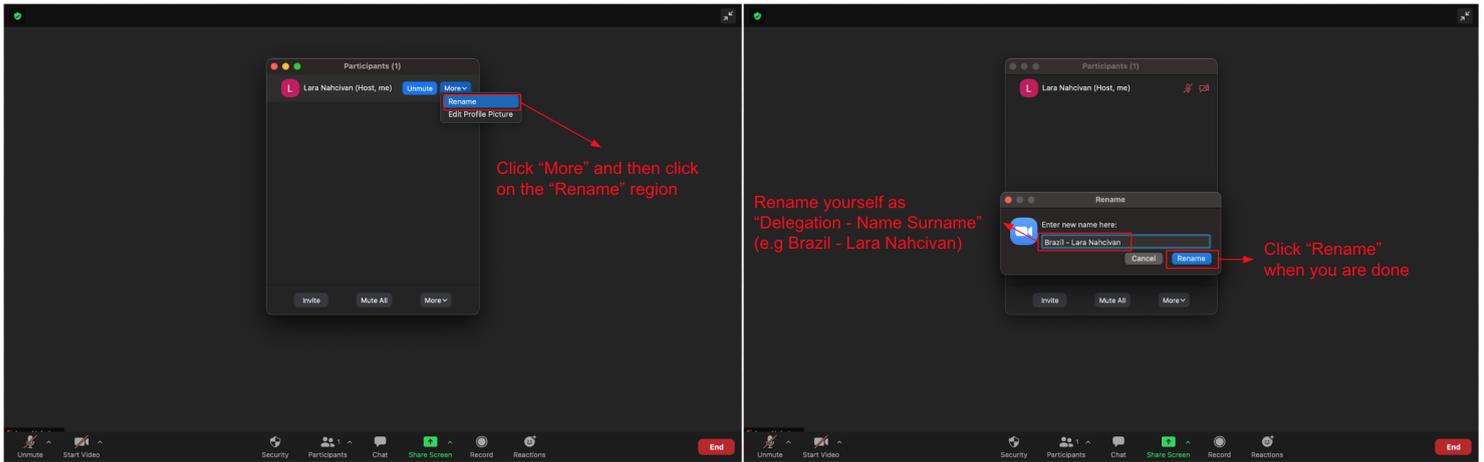
3) Basic Zoom commands:

You can record the meeting by clicking here

You can chat with other participants by clicking here

You can turn on/off your audio and video by clicking these buttons

You can share your screen by clicking here

You can send emoji reactions by clicking here

You can leave the meeting by clicking the red button

4) Conference Proceeding:

a) Please join the meeting 5 minutes before the session starts to proceed according to the timeline.

b) After joining the Zoom call, go to participants, select yourself, select rename, and change your name to "Delegation - Name Surname" (e.g USA - John Doe; Brazil - Lara Nahcivan).


Click on this region

Click on your name

Click "More" and then click on the "Rename" region

Rename yourself as "Delegation - Name Surname" (e.g Brazil - Lara Nahcivan)

Click "Rename" when you are done

You may close the window after renaming yourself

c) We ask you to keep your camera on throughout the conference in your committee meetings, so as to provide the best conference experience possible.

d) Please keep your microphone muted while not speaking. You can unmute and talk to deliver a speech or ask a point of information when a student officer recognizes you. But, until then, raise your hand from the reactions section and wait.

After clicking "Reactions," click on "Raise Hand"

👋 Raise Hand
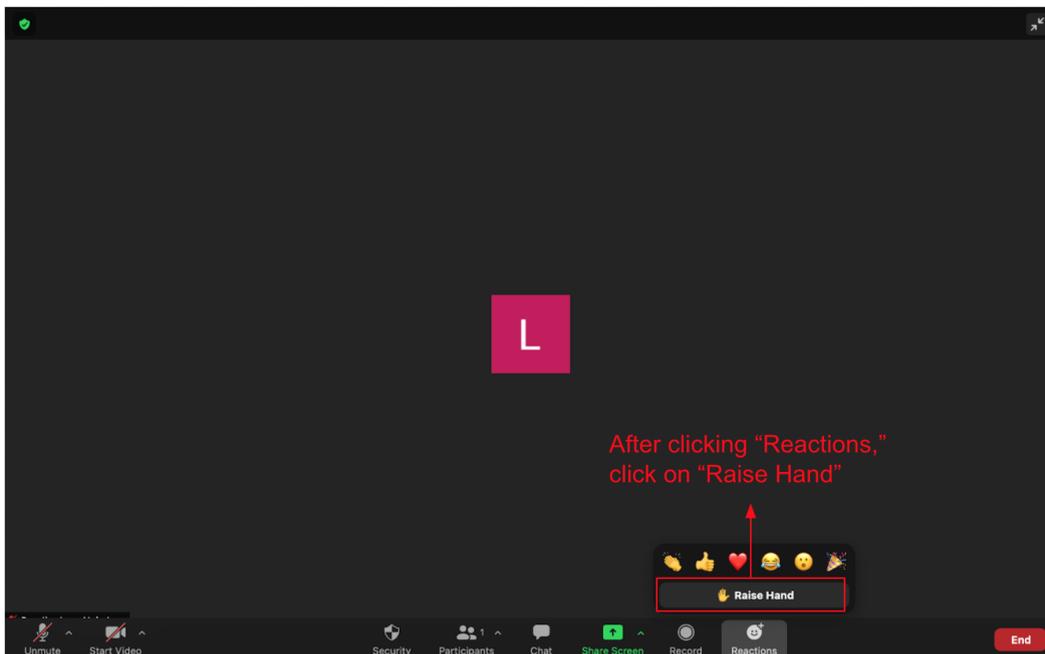
e) After you have been recognized, and delivered a speech or asked a point of information, lower your hand and unmute yourself in order not to confuse the student officers.
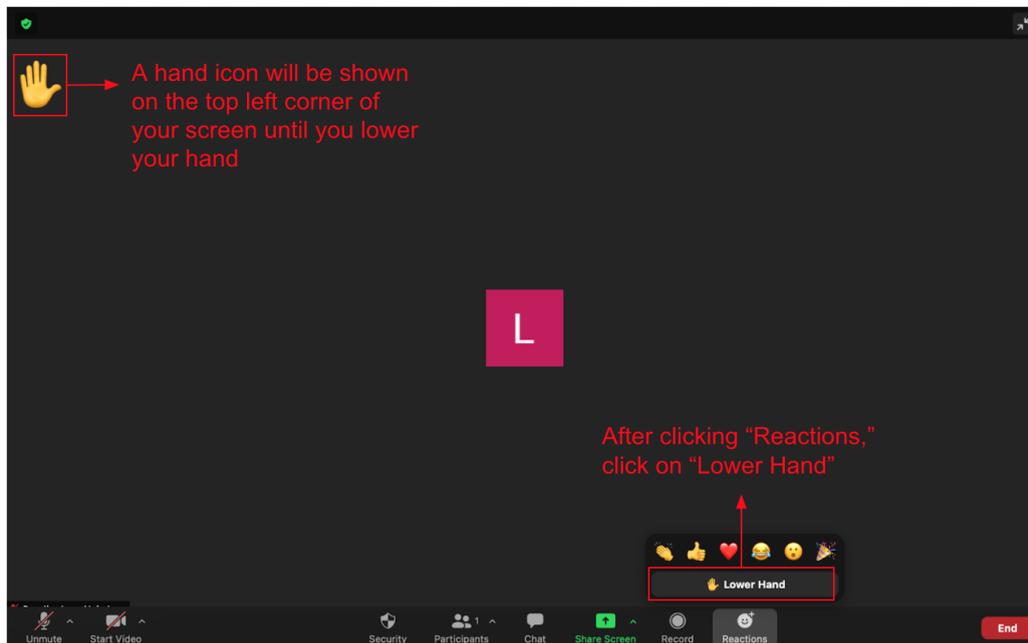
f) The voting procedure for resolutions, clauses or amendments will happen through raising and lowering hands. Follow the instructions of your chair for more information.

g) During the coffee breaks and lunch breaks, please remain on the call unless you experience technical difficulties. If you do have to leave the session due to technical difficulties, please return as soon as possible and inform your president chair of the situation in order not to be marked as absent in the roll call.

h) You may chat with other delegates through the "Chat" section. However, we require that you keep your discussions with other delegates relevant to the conference.
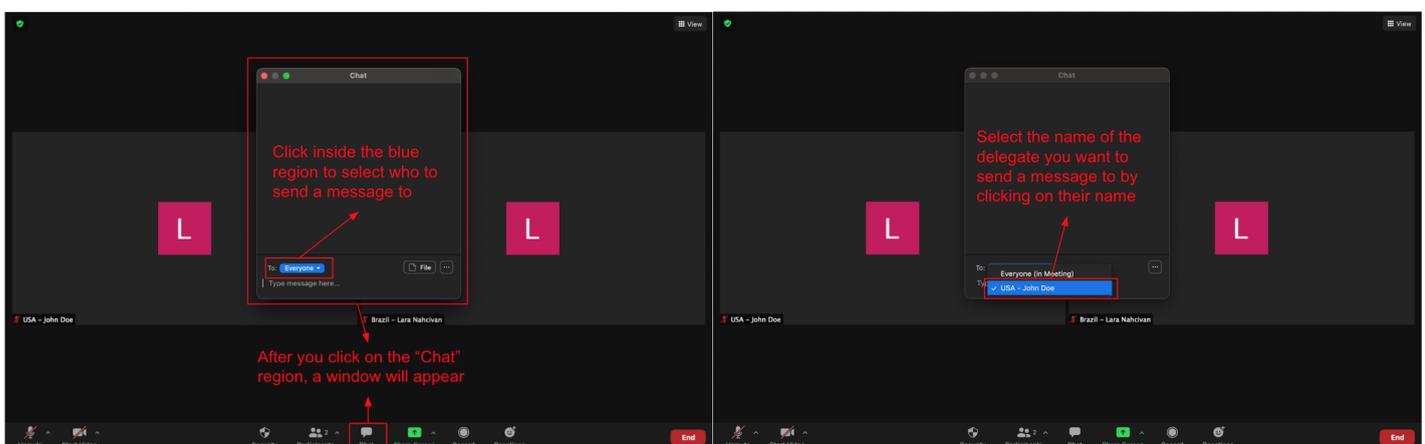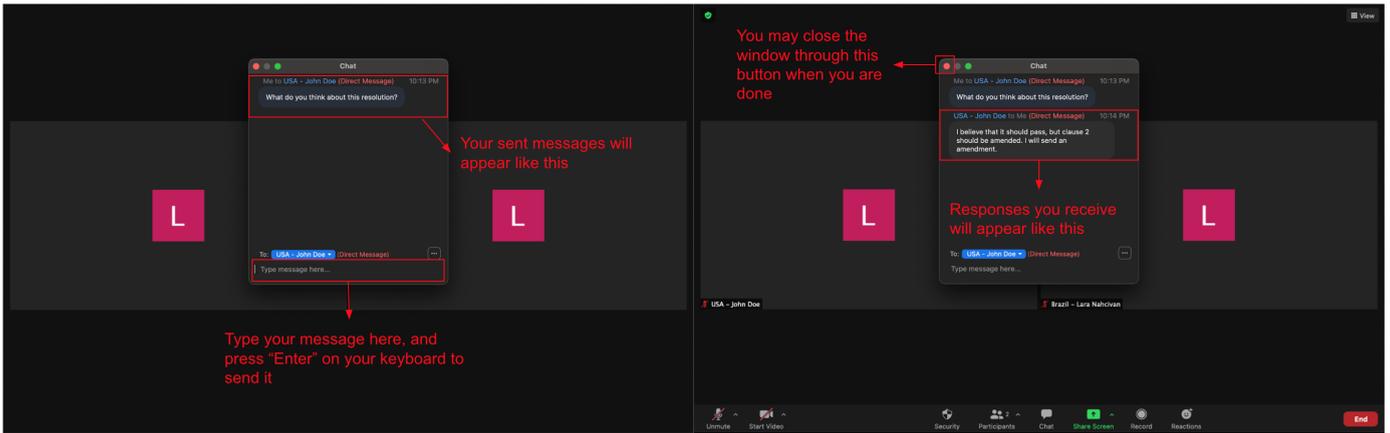
i) During lobbying sessions, you can unmute your microphone and discuss with other delegates inside the breakout rooms.