



## A Practical Guide to the NCB Donation Ceremony 2020 via Zoom

Dear National Representative (NR), Assistant National Representatives (ANR/2<sup>nd</sup>ANR), and Charity Representatives

Please follow the steps below to help make NCB's first ever on-line Donation Ceremony a great experience for all! Thank you for your co-operation!

### Before the meeting:

1. The meeting will be conducted via the on-line video conference application called "Zoom". On pages 3-4 of this document, you will find a short tutorial on how to download and how to use Zoom in case you have never used it beforehand. It is very simple indeed!
2. Only **ONE participant per nation and Charity** can join this Zoom Donation Ceremony, due to technical limitations.

### Joining the meeting:

1. We suggest using a PC or a laptop. You might not follow the presentation easily on a smaller device, such as a mobile phone or an iPad. If you work at the NATO HQ, please be aware that NATO computers have restrictions for Zoom and you might need to use a personal device.
2. Before you join the online meeting, please make sure that your device is charged and you have a stable internet connection.
3. To join the meeting, you need to click on the meeting invitation link that leads you directly to the meeting.
4. **The meeting will start at 9.00 sharp.** Please join the meeting between 8.30-8.45.
5. When joining the meeting, you will first get into a so-called "Waiting Room". Here you can test your camera view and your audio – use this opportunity to make sure that the sound is working properly on your device.

## During the meeting:

1. Please choose “Speaker View” – using this setting you will see the speaker, but not the other participants (or only small videos of some of them). Focusing your attention is easier this way.
2. When you enter the meeting, you will be automatically muted. This setting makes sure that no external noise interrupts our meeting.
3. If you want to put up a question or give us your opinion, please open the “Chat” function, and type in your country or Charity name (in a message To Everyone). Only the country/Charity name, no other information is necessary. The Board members monitor the Chat function and will give you the floor to speak. If you are given the floor, please click on the “Unmute” button on your own screen picture.
4. During the meeting, we will display a PowerPoint slideshow on the screen, so you can closely follow what is being said.
5. We will have a 10-minute break during the online meeting, so that you can relax and return refreshed!
6. A member of your Charity will have a chance to make remarks after your project has been presented. The Charity Coordinator will say your name; at that time, you may unmute your microphone to speak. Then we kindly ask that you mute your microphone after that. Please keep your remarks limited to 3 minutes.

We do hope that you will enjoy this new form of meeting and you will find all the information we share useful!

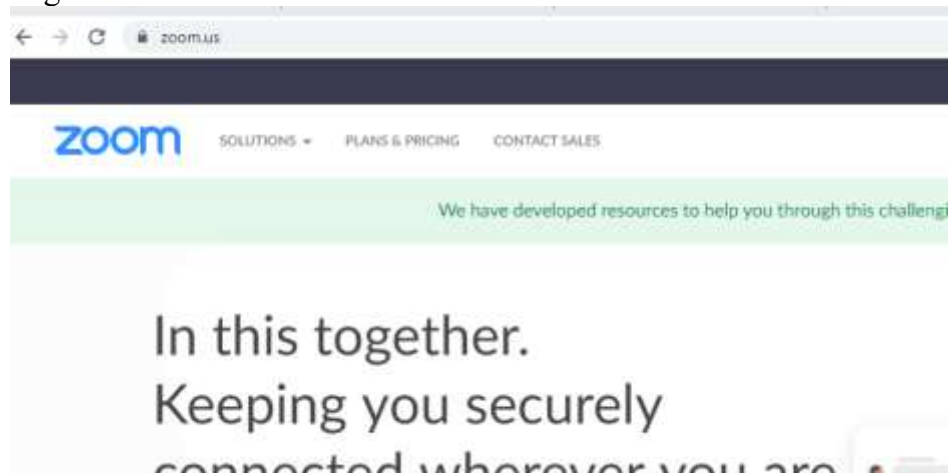
See you soon, we can hardly wait for it!

The NCB Board

## A Technical Guide to Zoom

### How to download Zoom and get an account:

1. Go to the website: [www.zoom.us](https://www.zoom.us)
2. Click on “Plans and Pricing”:



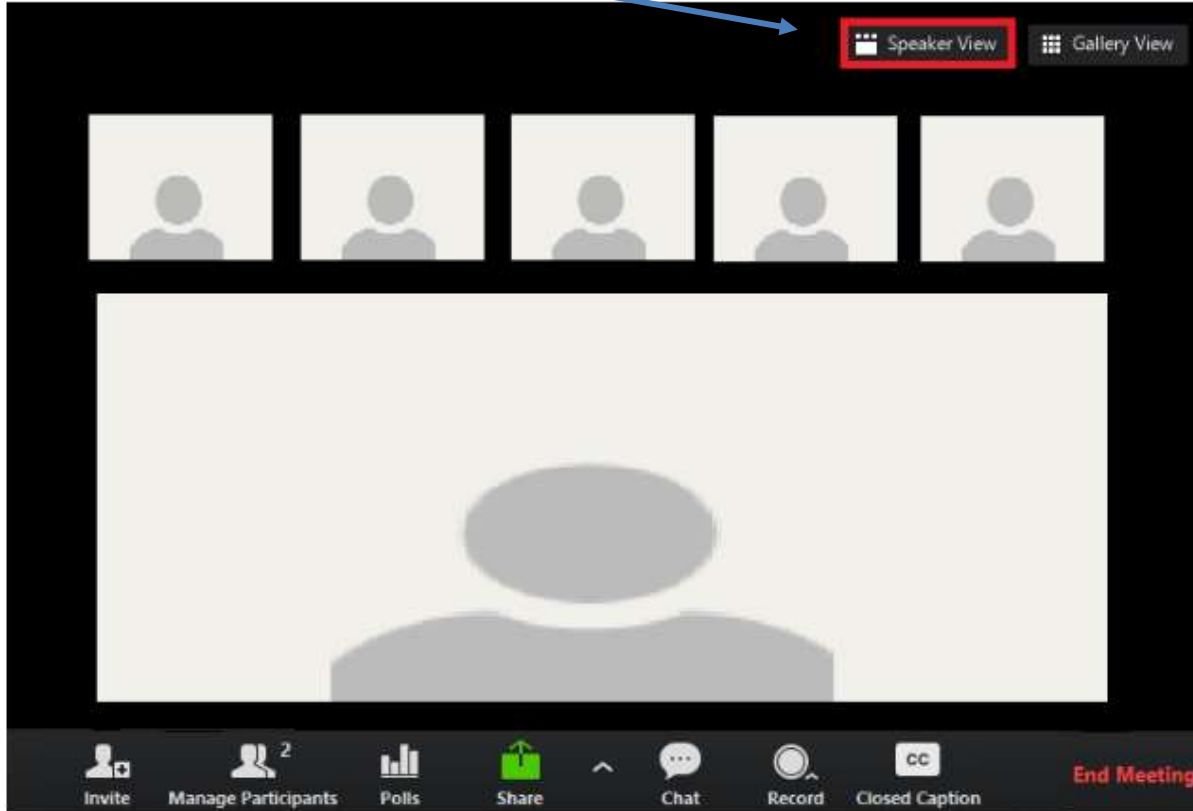
3. Click on “Basic - Free” type of account:



4. Follow the steps on how to make an account. It is really simple!

## Some useful settings and buttons:

To set speaker view:



“Chat” function if you want to put up a question:

“Mute / unmute” and the option to “Start your video” (without video you can still see and hear everything, but the participants will not see you):

