BEFORE THE VIRTUAL MEETINGS

- The platform for the meeting is called zoom.
- We encourage you to join each meeting at least 15 minutes before the scheduled time through the indicated link in the meeting agenda or by phone (see below).
- Well ahead of the meeting, download the Zoom application here (for a tutorial video click here).
- Check that you have a good internet connection and that your speakers work properly.
- If you never used ZOOM, you can do a test meeting to familiarize yourself.

HOW TO JOIN THE VIRTUAL MEETINGS?

1. Please use the link shared in the e-mail to join virtually and dial-in details, if you are not able to join using the ZOOM application.
2. Before joining the meeting,
   - If it is your first time using ZOOM, you will be asked to set your name (Please include first name, last name, and the country or organisation you are representing for ease of recognition).
   - If it is not your first time, please set your name accordingly by clicking Rename in the participants section of the Webinar Controls.
3. Once connected, select that you want to \text{Join with Computer Audio}:
4. Click \text{Start Video} in the Webinar controls section of the application.

DURING THE VIRTUAL MEETINGS

- Please mute your microphone when you are not speaking by clicking \text{Mute} in the Webinar Controls:
  - Or by clicking \text{Mute me} in the participants section:
- Raise your hand when you want to speak by clicking \text{Raise Hand} in the participants section:
- If you have any questions, please use the \text{Chat}:

For any question, please contact susan.rantalainen@oecd.org