BEFORE THE VIRTUAL MEETINGS

- The platform used for the meeting is 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 and microphone work properly.
- If you never used ZOOM, you can do a test meeting to familiarize yourself.

HOW TO JOIN?

1. Please use the link shared in the e-mail and agenda to join the meeting.
2. Before joining the meeting:
   - If it is your first time using ZOOM, you will be asked to set your name (Please include your country or organization, first name and last name 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, click on Join with Computer Audio:

4. Click 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 Mute in the Webinar Controls:

Or by clicking Mute me in the participants section:

- If you want to listen interpretation choose the language by clicking Interpretation

- Raise your hand when you want to take the floor by clicking Raise Hand in the participants section:

- If you have any questions, please use the Chat

For any further questions, please contact susan.rantalainen@oecd.org