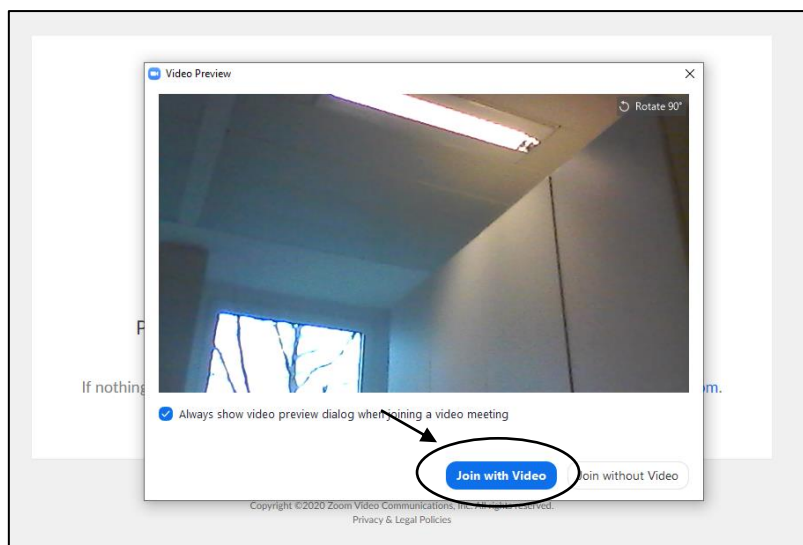


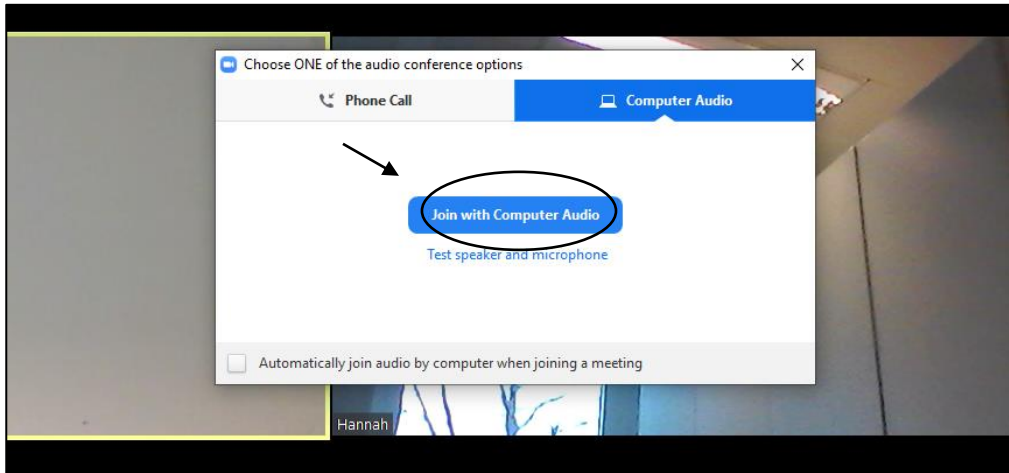
ZOOM MEETING- INSTRUCTIONS

1. You will receive a link to join the meeting with a passcode.
2. Click on the link: Click Here to Join to join the Zoom Meeting.
3. Make sure that your PC has enough battery and connected to a charger and plugged in.
4. Make sure that your sound, microphone and camera are all enabled and working properly (you can test this before joining the call).



5. Once you have clicked on the link to join the call, you must press join with video and join with computer audio – Must join with both!!





6. When there is a poll, it will appear on your screen. You can see the polls but only the official representatives will be able to answer them.
7. You do not need to share your screen as the host will manage the presentations. You will be able to see all the presentations as part of the meeting.

Q&A: if the participants have any question, they can inform the organisers via Zoom chat, and we will give them the word.

IMPORTANT

In order to highlight the person who is speaking, please select the **“speaker mode”**, in the icon on the top right corner. If you would rather see all the participants, please select **“gallery view”**.

Please mute yourself if you are not speaking!

If you have any network issue and you cannot join via your pc, please dial the phone number, according to your [geographic location](#)

If you are still having some difficulties, please call Pascale Vandebussche (+32 491 10 44 98) or Carolina Baltazar (+32 2 217 33 20).