

Telework in a global pandemic
Overview of risks and prevention policies in Europe
Thursday 25 March 2021 | 9:30 – 12:30 CET
Zoom Meeting

Practical Information Note for Participants

Dear Participant,

You will be joining this meeting via Zoom: a platform widely used for attending virtual meetings. In order for you to be able to have a best viewing experience, please refer to the points below.

Before the event

Kindly note that there is no need to create a personal account on Zoom. You will be able to join the meeting by simply clicking on a link in the invitation email.

If you are joining the webinar using the Zoom App, please make sure to download the latest version which you can find [here](#).

To improve the overall experience for your listeners, please plan to use a headset with a built-in microphone that provides good sound quality and use an Ethernet cable to ensure a fast and stable internet connection. Do not hesitate to contact us for microphone and headset advice.

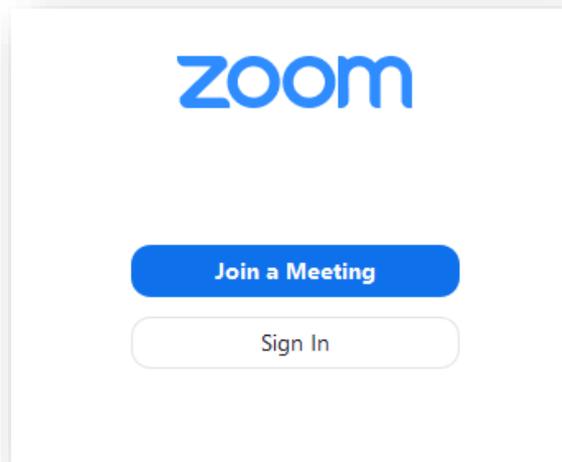
The day of the session

Joining via zoom client

Kindly note that you can use the link included in the invitation message you will receive by email to access the landing page of the virtual meeting. The landing page will feature the programme of the meeting and other relevant conference material. In the same invitation letter, you will also find the link you can use to connect to the event.

Please note that the connection link is personalised, therefore you are kindly asked to not share your link with others.

Click on join meeting, to enter the meeting without signing in on zoom.



Kindly note that you will be requested to indicate your first name and last name. Please rename yourself correctly by using the following formula:

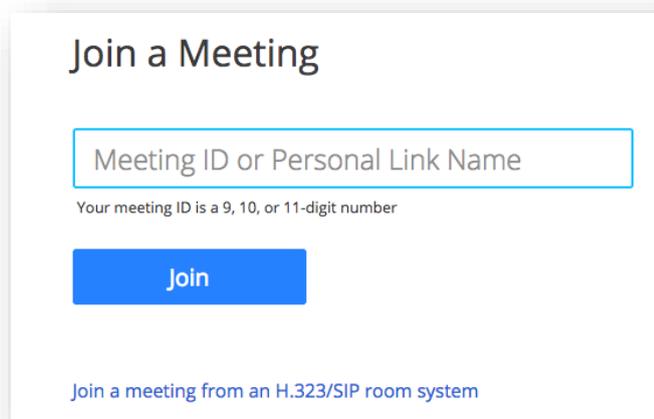
Name Surname_ Country Code/Institution (acronym)

Joining via web browser

Please open your web browser (Google Chrome or Mozilla Firefox are recommended)

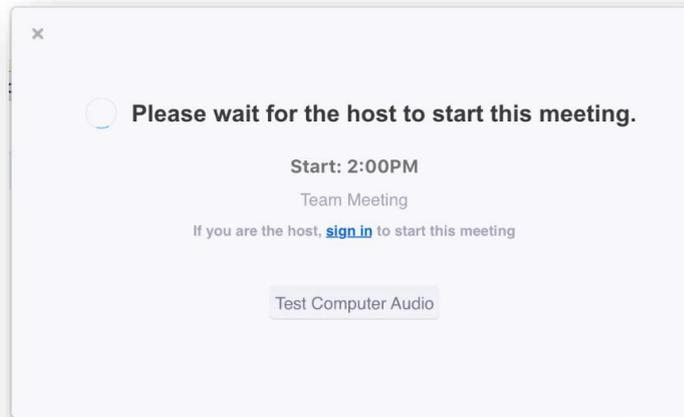
Enter the meeting ID, click on join

Kindly note that it is strongly recommended to access the meeting by using the Zoom Application instead of the browser.



Waiting for the host to start the meeting

If the host did not start the meeting yet, the following message will be displayed:



What can you do if your system is not able to launch the meeting?

The conference should work on any Windows or MacOS based system. It is also recommended to connect to the meeting using your computer's operating system.

- In case you are unable to launch the meeting, please contact the technicians at: assistanceeuosha@pomilio.eu

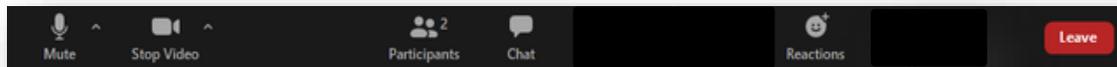
Internet connection and speed

Please make sure you have a good and stable Internet connection (minimum recommended connection speed: 10Mbps).

Virtual arrival to the meeting

To ensure timely start of the meeting, please check in advance that your equipment works properly and join the meeting at least 10 minutes before the start of the session to check such requirements.

Participant meeting controls panel



Description given below is intended from left to right.

Audio Settings: (if you are unable to talk): Change your **audio settings**. You can also click the upward arrow (^) next to change your speakers.

Unmute/Mute: When joining the meeting, the system will automatically mute you. You can unmute yourself by clicking on the microphone icon. All participants will be able to hear you. It is advisable to keep the microphone muted when another participant is talking.

Note: You can still access the audio settings by click on the ^ arrow next to the Unmute/Mute button.

Please note that during presentations all participants will be muted by default.

Start/Stop Video: This allows you to start or stop your own video.

Note: You can access to your video settings by click on the ^ arrow next to the Start/stop video button.

Participants: See who is currently attending the meeting. By accessing the list of participants, you have different options:

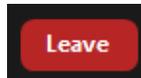
- **Rename:** move over your name with your cursor, click on More and then Rename in order to change your name. Please note that you are kindly requested to rename yourself by using the following formula:

NAME + SURNAME + COUNTRY CODE/INSTITUTION (acronym)

More detailed instructions on how to interact during the meeting will be provided by the Moderator.

- **Chat:** Open in-meeting chat, allowing you to send chat messages to the Host or to a specific attendee. Please note that the chat should be used to pose questions to the lecturers. Please be sure to address your questions correctly by selecting “Everyone” in the drop-down menu
- **Raise Your Hand function:** Should you wish to take the floor to ask a question, please use the ‘raise hand’ functionality you can find either at the right-hand side of your screen (under the list of participants) or under the “Reactions” icon. Kindly remember to lower the hand after your intervention by simply clicking again on the same button. If you keep your camera off while not speaking, please consider turning it on when you do take the floor to speak.

- **Leaving the meeting:** Once the meeting is concluded, or if you simply want to leave the meeting, you can press the button located at the bottom right side of your interface.



By pressing it, you will be asked to accept leaving the meeting. Your attendance at the meeting is thus registered and concluded.

Contact details for technical support

In case you need technical assistance for this meeting, please contact us at:

assistanceeuosha@pomilio.eu