

INSTRUCTIONS FOR CONNECTING TO THE MEETING

BEFORE THE MEETING - Make sure you have:



The **best internet connection available** (cabled if possible)



Headphones with a microphone to improve audio quality for the participants and the interpreters

Download

The last version of the ZOOM application: Version 5.10.1 // To download it click here: [Download Center – Zoom](#)

► Steps for joining the meeting

Please connect **10 minutes before the meeting**

1. Click [HERE](#)
2. Choose between **Download the app** (recommended) or join **from the browser**
3. Type in **your name and surname** and click **“JOIN”**
4. **To change your name** once you are inside the meeting, look for the three dots “...” next to your name. Click on them and you will see an option to rename yourself. **It’s important that you use your name and surname**, so that the organisers can easily identify speakers and participants during the event.

► Housekeeping



During the meeting, your camera & microphone will be **OFF**



We encourage all participants to **USE THE CHAT** function to interact.

INTERPRETING

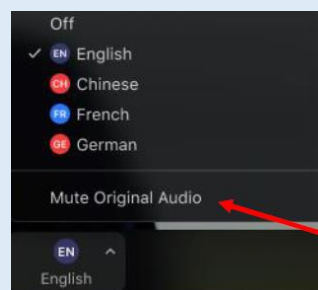
The Webinar will be interpreted into English, French, Spanish and Italian

FOR PARTICIPANTS

1/ In the lower part of your screen, you will find a button (globe) for selecting your language.



2/ By clicking on the globe you will see a pop-up menu with the available languages. Please select your desired language for the meeting. For IT reasons, please stick to one language and do not change it during the meeting.



3/ In order to avoid potential bugs, click on “Mute original sound”

- If you experience any problem with interpreting, please write a chat message to **SUPPORT CPMR**. It will be monitored, and you’ll receive immediate support.

The meeting will be recorded. By taking the floor, you accept being recorded