

***Meeting Procedures***

* Please note that this meeting is being recorded.
* To help keep background noise to a minimum, please make sure you mute your microphone when you are not speaking.
* Participants are requested to change their names to “name and surname and Organisation”.
* Click on “participants” button.Hover your mouse over your name in the “participnts’ list. Click on “Rename”.
* Enter full name, Organisation and click on “Ok”.
* Please use the “Raise Hand” function to talk.
* Click on ‘Participants” icon and click button labelled ‘Raise Hand”.
* Participants are encouraged to use the zoom chat function for questions and comments.
* French and Portuguese interpretation is available.



 

 