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MESSAGE TO PARTICIPANTS

Pre-meeting advice for remote participants



Hello and welcome!

The session will begin shortly.



In the meantime, here are some tips
to help you get ready



Where possible, use a wired
connection, not Wi-Fi



Use a headset or echo-cancelling
microphone, for best quality



Please keep your microphone muted,
unless invited to speak



Please activate your video camera



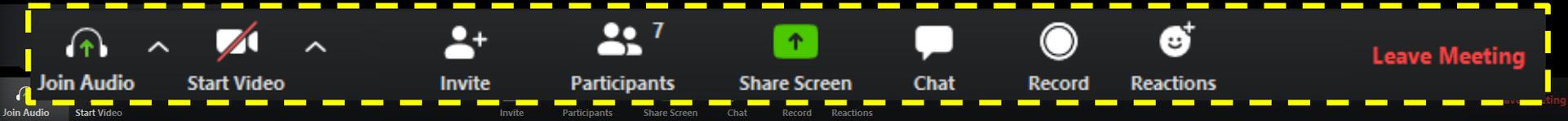
Please sit facing a source of light,
so that you can be easily seen



Please familiarise yourself with the following Zoom features...

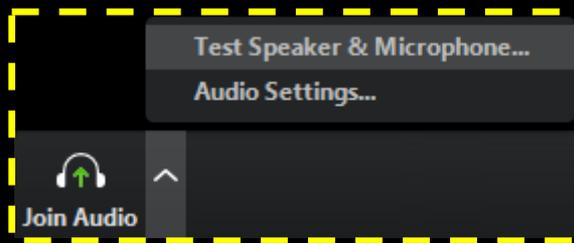
10

During this slideshow,
press ALT
or Double Click
to see your Meeting Controls



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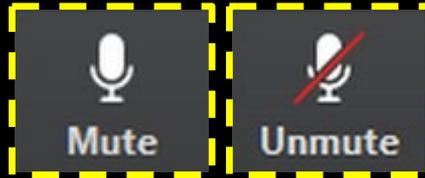
Test and activate your audio



Click to join audio

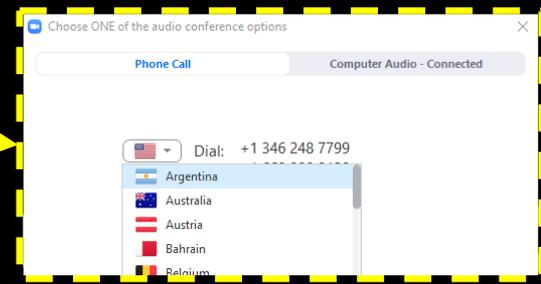
12

Mute and unmute your microphone



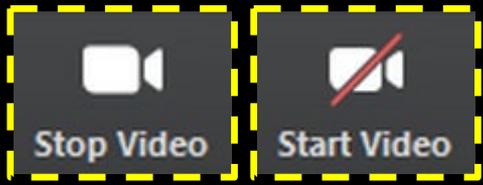
13

If case of poor audio quality, switch to dial-in by telephone.



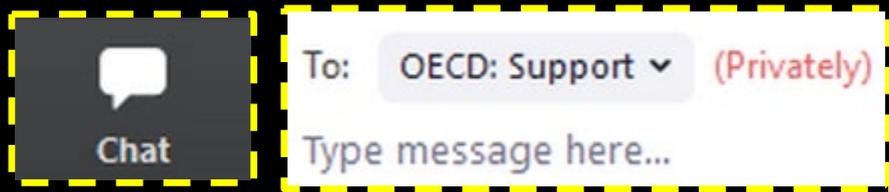
14

Start and stop your video camera



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Chat and select person to chat with



A screenshot of the Zoom interface. At the top right, the "Participants (7)" list is visible, showing names and roles such as "OECD: Moderator", "OECD: Host (Host)", "US: George MARSHALL (Me)", "Denmark: Thorkil KRISTENSEN", "France: Robert MARJOLIN", "Netherlands: Emiel VAN LENNEP", and "OECD: Support (Co-host)". Below this, the "Zoom Group Chat" window is open, displaying a message from "OECD: Support (Privately)": "I am not sure if my microphone is working. Can you hear me?". A dropdown menu is open, showing a list of participants: "Everyone", "OECD: Host (Host)", "OECD: Support (Co-host)", "OECD: Moderator (Co-host)", "Denmark: Thorkil KRISTENSEN", "France: Robert MARJOLIN", and "Netherlands: Emiel VAN LENNEP". The "OECD: Support (Co-host)" option is selected with a checkmark. Below the dropdown, the chat header "To: OECD: Support (Privately)" and the text input field "Type message here..." are visible. At the bottom of the screen, the Zoom toolbar is shown with icons for Unmute, Start Video, Invite, Participants, Share Screen, Chat, Record, Reactions, and Leave Meeting.



For questions about the programme,
please CHAT to :
Juergen Leske



If you have technical problems,
please use CHAT to speak to :
Katja Fedorova, Techlar Nayanka or
Linnet Ojiambo

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See participants and participant actions



Participants (7)

- OM OECD: Moderator
- OH OECD: Host (Host)
- UG US: George MARSHALL (Me)
- DT Denmark: Thorkil KRISTENSEN
- FR France: Robert MARJOLIN
- NE Netherlands: Emiel VAN LENNEP
- OECD: Support (Co-host)

Unmute Me Raise Hand

Zoom Group Chat

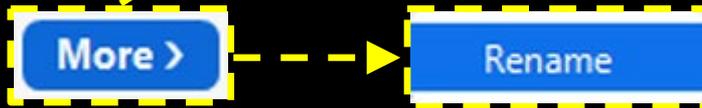
From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

To: OECD: Support (Privately)

Type message here...

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Rename yourself e.g.
Country: Firstname LASTNAME



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Raise hand to request to speak



Participants (7)

- OM OECD: Moderator
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- FR France: Robert MARJOLIN
- NE Netherlands: Emiel VAN LENNEP
- OECD: Support (Co-host)

Unmute Me Raise Hand

Zoom Group Chat

From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

To: OECD: Support (Privately)
Type message here...

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Lower hand and mute, when finished



Speaker View

Participants (7)

- OM OECD: Moderator
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- UG US: George MARSHALL (Me)
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- FR France: Robert MARJOLIN
- NE Netherlands: Emiel VAN LENNEP
- OECD: Support (Co-host)

Mute Me Lower Hand

Zoom Group Chat

From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

To: OECD: Support (Privately)

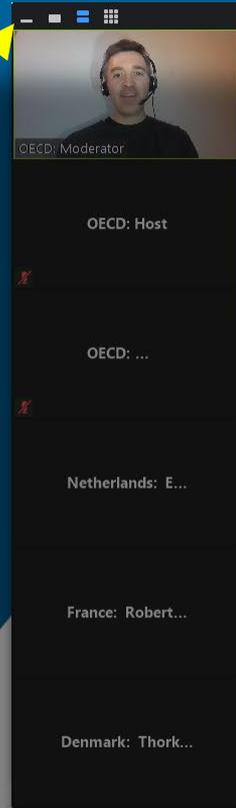
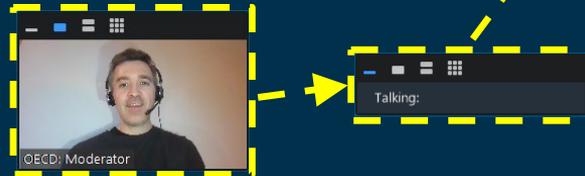
Type message here...

Mute Start Video

Invite Participants Share Screen Chat Record Reactions

Leave Meeting

Hide participants, while sharing



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If you wish to switch viewing modes



- Participants (7)
- OM OECD: Moderator
 - OH OECD: Host (Host)
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 - NE Netherlands: Emiel VAN LENNEP
 - OECD: Support (Co-host)

Unmute Me Raise Hand

Zoom Group Chat

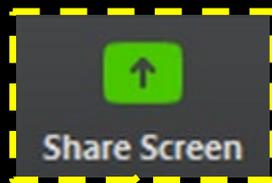
From Me to OECD: Support (Privately)
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To: OECD: Support (Privately)

Type message here...

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Share your screen or present a specific window



Participants (7)

OM	OECD: Moderator		
OH	OECD: Host (Host)		
UG	US: George MARSHALL (Me)		
DT	Denmark: Thorkil KRISTENSEN		
FR	France: Robert MARJOLIN		
NE	Netherlands: Emiel VAN LENNEP		
	OECD: Support (Co-host)		

Unmute Me

Lower Hand

Zoom Group Chat

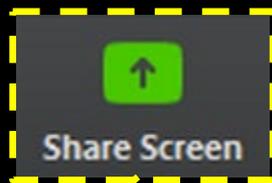
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25

Share your screen or present a specific window



Participants (7)

OM	OECD: Moderator	🔊 🔇
OH	OECD: Host (Host)	🔊 🔇
UG	US: George MARSHALL (Me)	🔊 🔇
DT	Denmark: Thorkil KRISTENSEN	🔊 🔇
FR	France: Robert MARJOLIN	🔊 🔇
NE	Netherlands: Emiel VAN LENNEP	🔊 🔇
	OECD: Support (Co-host)	🔊 🔇

Unmute Me Lower Hand

Zoom Group Chat

From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

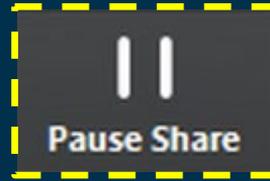
To: OECD: Support (Privately)

Type message here...

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Pause and unpause Sharing



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ID: 555-222-999 Stop Share

Talking:

Stop sharing

Stop Share



Thank you.

This presentation will repeat,
until the meeting starts.