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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



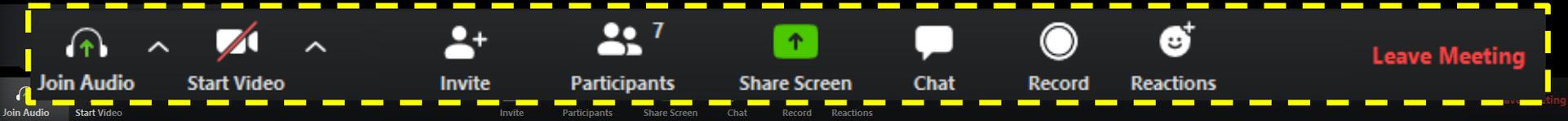
Please sit facing a source of light,
so that you can be easily seen



Please familiarise yourself with the following Zoom features...

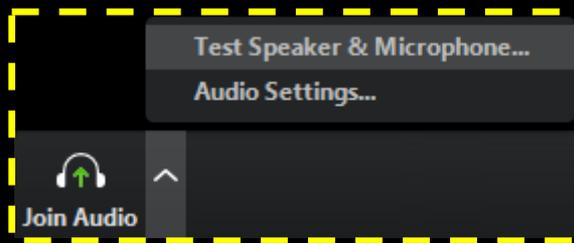
10

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



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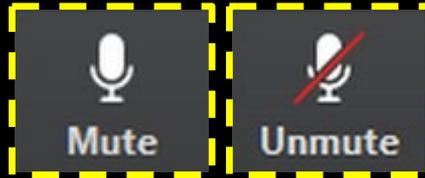
Test and activate your audio



Click to join audio

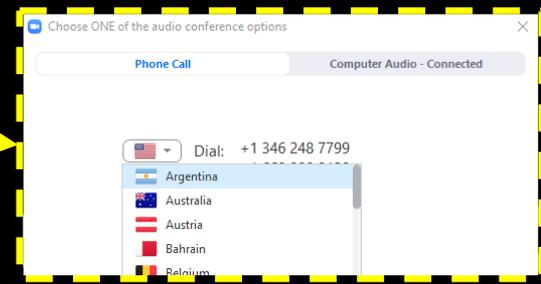
12

Mute and unmute your microphone



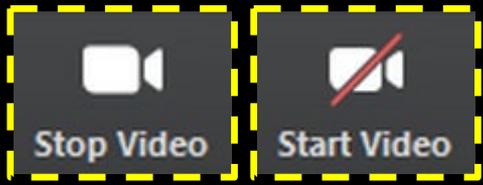
13

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



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Start and stop your video camera



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Chat and select person to chat with

The diagram illustrates the process of opening a private chat. On the left, a grey button with a white speech bubble icon and the word "Chat" is highlighted with a dashed yellow border. A dashed yellow arrow points from this button to a white chat window on the right, also outlined with a dashed yellow border. The chat window shows "To: OECD: Support (Privately)" and a text input field with the placeholder "Type message here..."

This screenshot shows the Zoom interface. At the top right, the "Participants (7)" list is visible, showing various roles and names. Below it, the "Zoom Group Chat" window is open, displaying a message from "OECD: Support (Privately)". A yellow arrow points from the "Chat" button in the bottom toolbar to the "To:" field in the chat window, which is set to "OECD: Support (Privately)". A second yellow arrow points from the chat window to a dropdown menu that lists all participants, with "OECD: Support (Co-host)" selected.

Participant	Role
OECD: Moderator	Moderator
OECD: Host (Host)	Host
US: George MARSHALL (Me)	Participant
Denmark: Thorkil KRISTENSEN	Participant
France: Robert MARJOLIN	Participant
Netherlands: Emiel VAN LENNEP	Participant
OECD: Support (Co-host)	Co-host



For questions about the content of
the programme, please CHAT to :
Juergen LESKE



If you have technical problems,
please use CHAT to speak to :
Katja FEDOROVA

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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

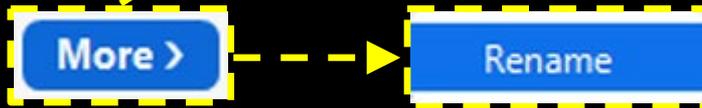
From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

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
- 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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Lower hand and mute, when finished



Speaker View

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)

Mute Me

Lower Hand

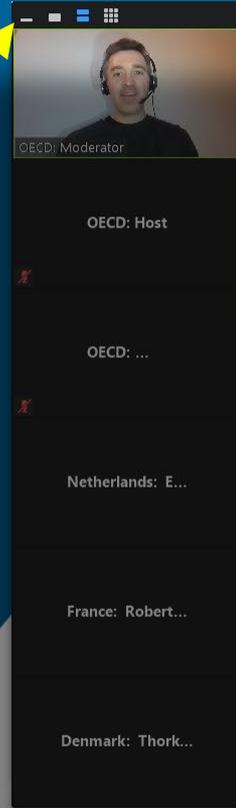
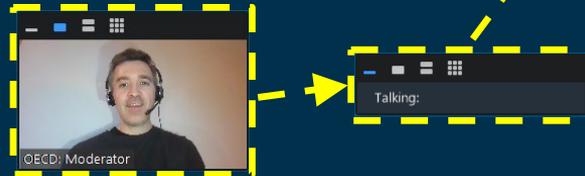
Zoom Group Chat

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...

Hide participants, while sharing



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If you wish to switch viewing modes



- 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

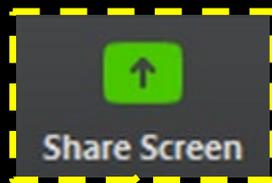
From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

To: OECD: Support (Privately)

Type message here...

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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

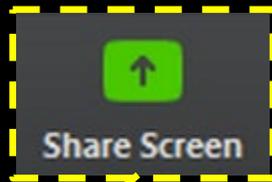
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I am not sure if my microphone is working. Can you hear me?

To: OECD: Support (Privately)

Type message here...

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?

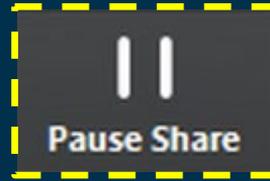
To: OECD: Support (Privately)

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!