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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



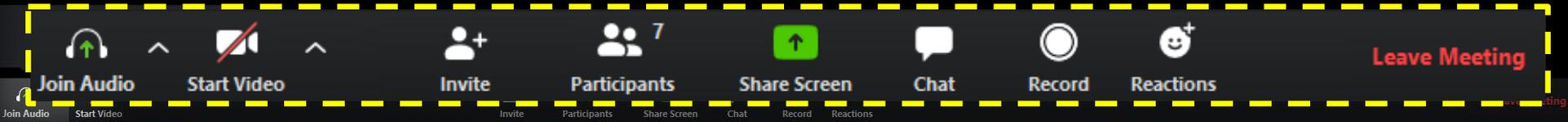
Please sit facing a source of light,
so that you can be easily seen



Please familiarise yourself with the following Zoom features...

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

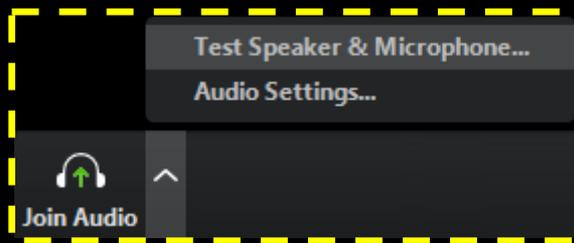


The image shows the Zoom meeting controls bar at the bottom of the screen. It is a dark grey bar with various icons and labels. From left to right, the controls are: Join Audio (headphones icon), Start Video (video camera icon with a slash), Invite (person with plus icon), Participants (group of people icon with '7'), Share Screen (green square with white arrow icon), Chat (speech bubble icon), Record (circular arrow icon), Reactions (smiley face with plus icon), and Leave Meeting (red text). A yellow dashed box highlights the entire controls bar.

Icon	Label
Headphones	Join Audio
Video camera with slash	Start Video
Person with plus	Invite
Group of people with '7'	Participants
Green square with white arrow	Share Screen
Speech bubble	Chat
Circular arrow	Record
Smiley face with plus	Reactions
Red text	Leave Meeting

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Test and activate your audio



Click to join audio

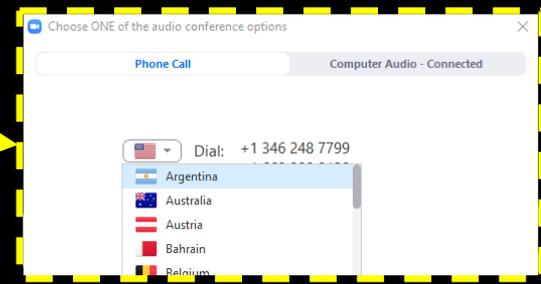
12

Mute and unmute your microphone



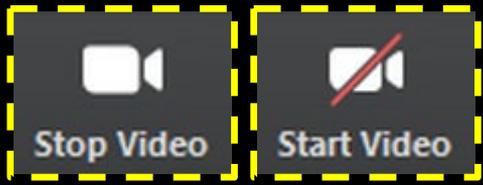
13

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 screenshot illustrates the Zoom interface for sending a private chat message. A yellow dashed box highlights the 'Chat' button in the bottom toolbar and the chat input area. The chat input area shows a dropdown menu for selecting a recipient, currently set to 'OECD: Support' with a '(Privately)' indicator. A yellow arrow points from the 'Chat' button to the dropdown menu. Another yellow arrow points from the dropdown menu to a list of participants in the top right corner, where 'OECD: Support (Co-host)' is selected. The bottom toolbar includes buttons for Unmute, Start Video, Invite, Participants (7), Share Screen, Chat, Record, Reactions, and Leave Meeting.

Chat

To: OECD: Support (Privately)

Type message here...

Zoom Group Chat

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

Everyone

- OECD: Host (Host)
- ✓ OECD: Support (Co-host)
- OECD: Moderator (Co-host)
- Denmark: Thorkil KRISTENSEN
- France: Robert MARJOLIN
- Netherlands: Emiel VAN LENNEP

To: OECD: Support (Privately)

Type message here...

Unmute Start Video Invite Participants 7 Share Screen Chat Record Reactions Leave Meeting



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

Ralf OBERLE



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

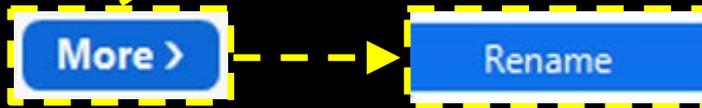
From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

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

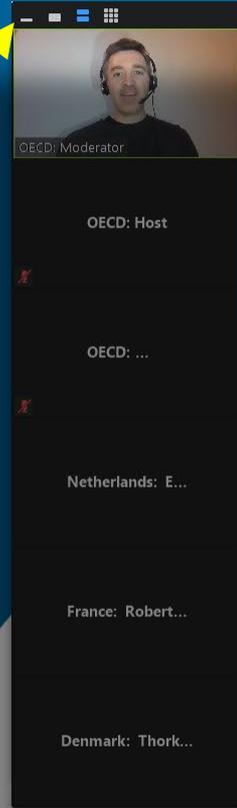
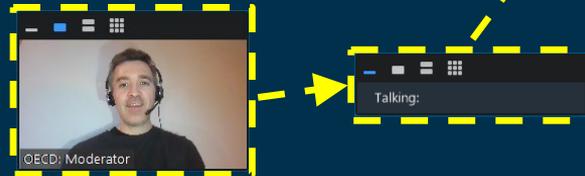
Zoom Group Chat

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

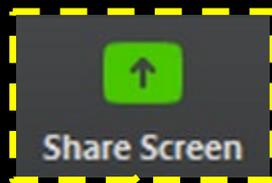
Zoom Group Chat

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

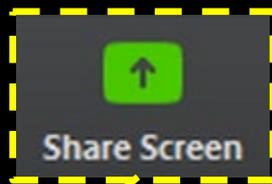
From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

To: OECD: Support (Privately)

Type message here...

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

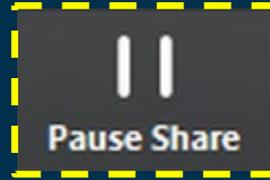
From Me to OECD: Support (Privately)
I am not sure if my microphone is working. Can you hear me?

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.