COFACE Disability Platform Meeting
Guidelines for attendees

Instructions to ensure the best meeting experience for you

Before you connect:
- Be close to your Wi-Fi router if possible
- Have your link to join ready (you can find it in the Zoom confirmation email)
- Be sure to have your coffee/tea/juice etc. ready to accompany the meeting

How to connect:
- If you join with your laptop, simply click on the email which was sent to you in the Zoom confirmation email after you registered
- If you join with your tablet or phone, please download the Zoom app
- You can connect from 9:15 am onwards. We will be waiting to greet you

During the meeting:
- During the whole meeting, we advise you to have your video on and microphone muted and we invite you to use your camera, unless connection requires it
- The chat function will be enabled for you to communicate with each other
- Non-verbal communication is possible. Simply open the participation tab where you can find this bar:
At the start, we will have a short introduction to let you know what you can expect for the rest of the meeting

- **How to ask questions?**
  - After the presentation, the floor will be open to questions and interactions.
  - The best way to ask a question is by raising your hand and wait until it is your turn. Please unmute yourself then.

- **How to change language?**
  - There will be interpretation available from English to French and French to English
  - The tab “Interpretation” on the bottom bar will allow you to choose between the channels

- **How to enable closed captions?**
  - There will be closed captions in English available
  - The tab “Closed Captions” on the bottom bar will allow you to enable it and change its settings

If you have an technical problem or admin question, please write a **private message** on the chat to the COFACE Team.