

COFACE Disability Platform Meeting Guidelines for attendees

Instructions to ensure the best meeting experience for you

Before you connect:

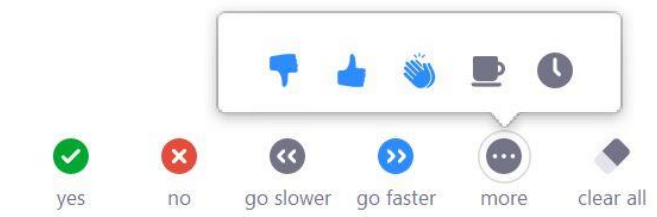
- Be close to your **Wi-Fi router** if possible
- Have your **link** to join ready (you can find it in the Zoom confirmation email)
- Be sure to have your **coffee/tea/juice** etc. ready to accompany the meeting

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:

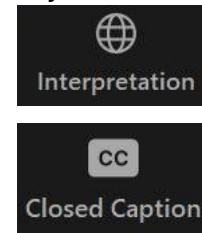
- During the whole meeting, we advise you to have **your video on and microphone muted and we invite you to use your camera, unless connection requires it**
- The **chat function** will be enabled for you to communicate with each other
- **Non-verbal communication** is possible. Simply open the participation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



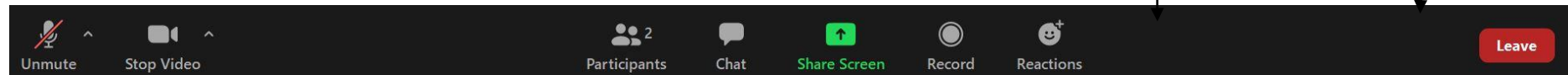
At the start, we will have a short introduction to let you know what you can expect for the rest of the meeting

- **How to ask questions?**
 - o After the presentation, the floor will be open to questions and interactions.
 - o 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?**
 - o There will be interpretation available from English to French and French to English
 - o The tab “Interpretation” on the bottom bar will allow you to choose between the channels
- **How to enable closed captions?**
 - o There will be closed captions in English available
 - o 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



Both tabs will appear in the bottom bar once available



Mute and unmute when you want to speak (please be muted if you don't speak to avoid noise interruptions)

Open list of participants to

- Find non-verbal communication tab in the list
- Change your name by hovering over your name

Type a message in the chat – select to whom you are sending it to

Leave meeting