**Zoom guidelines:**

* You may need to download Zoom before you can join the meeting. Please click the invitation link and download in good time before the call begins. The meeting room will be open from 8:45 CEST for anyone wishing to test and troubleshoot.
* Please be in the meeting room at the latest by 8:55 CEST, so we can start the agenda promptly at 9:00 CEST. The room is available from 8:45 CEST
* Please use headphones including microphone, if possible, to optimize your input sound quality.
* At 9:00 CEST, the host will mute everybody’s microphone for the duration of the presentations.
* While presentations are ongoing, you can ask a clarification questions related to the presentation by raising your hand, “Raise Hand” button is located in the ‘participant view’ on the right-hand side of the screen. The moderator will then at an appropriate time unmute you and allow you to ask your question. To lower your hand, press the button again, this time the button reads “Lower Hand”



* Use Q&A window to ask broader questions (clarifications to the presentations can be done by a raised hand) these questions will be answered during the open discussion time starting at 13:00 CEST.
* Chat window can be used to converse with all the participants. Hosts and moderators use the chat window for general announcements to all participants.
* Once the formal agenda begins, the meeting will be recorded as an audiovisual file.

Thank you in advance for following these guidelines. We hope all goes smoothly, but please note that in these times the internet connections are in heavy use and that your or our connections at times might experience some problems.

Look forward to seeing you in Zoom on April 22 at 9:00 CEST.