

# Guidelines for the online Conference

## General information:

There is only one login link for the duration of the conference. No matter when you log in, always click on the same link.

The Conference operates in webinar mode. During the panelists' interventions, only they will be visible, the participants' cameras and mics will all be disabled. However, during the questions and answers session, you will be able to speak and we will allow you to activate your camera for this purpose.

## Before the Conference:

- Check the time zone (UTC +4 and CET -2).
- Log in 10/15minutes before the interventions.
- Check the quality of audio and video.
- Adjust lighting and check your background.
- Use headphones if necessary to improve sound quality.

## How to join:

- 1 From your mailbox click on the **login link**.

*No registration to zoom is necessary.*

- 2 Choose the right audio channel, simultaneous translation into English is provided.

- 3 Make sure **your full name and organization appear** on the screen, if not rename it.

## For questions :

### If you have a question for the speakers during the Conference :

Each roundtable has a time limit for questions.

During this time:

- You can use the « *Raise your hand* » function, an administrator will give you the access to activate your camera and sound.
- Or write your question in the chat and a moderator will select your question.

### If you have any questions about the webinar technical aspects:

Contact **Caroline Vitaglione** on WhatsApp : 06 81 56 98 63

## Privacy and Data Protection Information:

The Conference is being recorded. The recording will be replayed after the conference for free access by as many people as possible.

Participants agree not to take photos or video of the screen and other participants without their permission.



**SAINT-DENIS  
DE LA RÉUNION**  
1 & 2 juillet  
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