



European
Commission

Directorate-General for Health & Food Safety

VIRTUAL MEETING

INSTRUCTIONS

- *Thank you for having put the ISO code of the country you are representing or the acronym of your organisation you are representing before your name. It is then easy for everyone to see which country or organisation you are representing*
- *The browsers recommended by Cisco are Google Chrome and Microsoft EDGE*
- *Your camera has been disabled automatically by me. So it is fully normal that your camera does not work. It is crucial for maintaining good connection!*

INSTRUCTIONS

- *Next to your name, on the participant list, some of you will have a little icon of hand to ask for the floor*
- *However as not all participants have that icon and given the large number of participants, **it is more requested to use Webex chat in order to indicate that you have a question or a comment (long/complex question) You will be given the floor.** For short questions or short comments, you can put them directly in the chatbox. I will repeat them and answer them if appropriate or direct your question to the person for answer.*

INSTRUCTIONS

- *If you do not speak, **please mute always the microphone**. In case you are given the floor, first unmute your microphone before starting to speak. After you finished speaking, indicate the ending by saying “thank you” or something like that and then mute your phone again.*

INSTRUCTIONS

- *When you have problems with the audio; the button with 3 dots is located to the right of chat button. If you click on that button you can change audio connection, speaker, microphone or put a message in the chatbox and the Commission helpdesk will try to help you*



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VERY IMPORTANT
PLEASE BE PATIENT



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**Thank you for
your
attention !**