Multi-Stakeholder Policy Dialogue: Accelerating action for Sustainable and Circular Value Chains in Garment & Footwear

WebEx online conference
27 and 28 April 14:00 – 17:00

INSTRUCTIONS FOR PARTICIPANTS

Before the meeting

Test

We strongly recommend checking if the WebEx functions well on your device **in advance**. This can be done here: https://www.webex.com/test-meeting.html/. The test meeting also allows you to get familiar with the menu, to try different settings and functionalities, e.g. muting yourself, switching off the video, sending messages into the chat, and "raising your hand" to speak. You can also see how to check and adjust the connection to the needed audio device ("Speaker, Microphone, and Camera" under the "Audio" tab on the top of your meeting screen).

Ways to join the meeting

One can join the meeting from different devices and either using an app or a web browser. There are certain limitations to WebEx functionality if you use a browser version (e.g. you will not be able to "raise hand"). In this regard, we encourage you to **install a WebEx Meetings app** before the meeting (https://www.webex.com/downloads.html/).

On different ways of joining please see more here. You will also find instruction on how to join in by calling from your phone (in this case you will be you able to hear everyone talking in the meeting but not their video or content they are sharing).

Other

1. If you are planning to speak, it is best to use headsets for audio to avoid echo and sound interference that speakers would otherwise create. Do not forget to test your microphone in advance.
2. Make sure you have your link to the WebEx meeting at the ready (either received via email or link on the web page of the meeting).
3. You can watch video tutorials by WebEx on how to join meetings from different devices here: https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials.

5–10 minutes before the meeting

1. Click on the meeting URL link in the email (or on the meeting web page). It will take you to the log in page, where you will need to click on "Join as a participant".

   Log in to start your meeting.

    If you are not the host, join as a participant.

2. Wait for few seconds for WebEx window pops up (you can also join using your web browser by clicking "Join from your browser" at the bottom). This will take you to the meeting page.

3. Please make sure to enter your **FULL NAME**, organization and email address, then click **Next**.
4. To ensure smooth proceeding and minimize background noise during the meeting, **please always mute yourself and turn off your camera** (microphone and camera buttons are in red when they are turned off). Click **Join meeting**.

Note: if you decide to join by **calling from your phone**, you can do so by dialing the number listed in the email invitation. If the country was not correctly identified, click on the "global call-in numbers" to access the available ones. You might need to provide a password (also indicated in the invite you have received). Please note that in this case, you will only be able to listen to the meeting, and not to see any shared content. We do not recommend this option for this particular meeting.
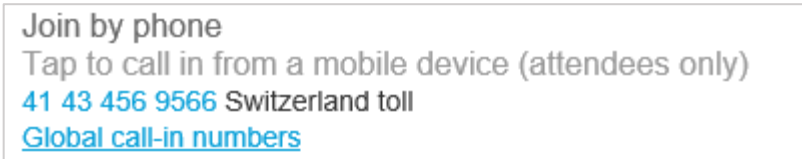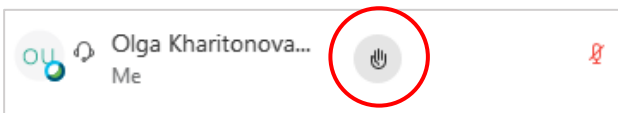

During the meeting

1. **Unless you are speaking, please keep your microphone muted and video off.**
2. To see the list of participants including the host and presenters in the WebEx meeting, click the participant list button.

3. If you would like to take floor or ask questions, you can press the "**Raise your hand**" button and the Chair will call on you. *Please note that this function might not be available on certain devices and when connecting using web browser application (see above).*

4. You can **send messages** and **ask questions** during the meeting by using the **chat function**. To **request to speak using the chat**, please send a message to everyone preceded by "**RMH**" (raise my hand).
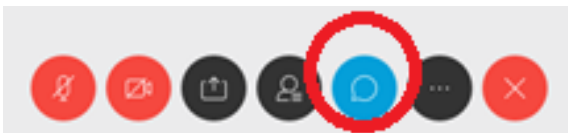
If you want to talk to a specific person, please go to the participant list and send chat to the person only (otherwise everyone in the meeting can see your message). Alternatively, you can select a correspondent from the drop-down menu in the chat, but it could be more difficult given the high number of participants.

5. Finally, to leave the meeting, press the button