Action funded by
the European Union

EU4Environment
Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova, Ukraine

EU4ENVIRONMENT VIRTUAL COUNTRY CONSULTATION: Logistical note

Moldova

Friday, 29 May 2020 via Video Conference

14:00-15:30 GMT+2 (Paris)

15:00-16:30 GMT+3 (Chișinău)

Action implemented by:

OECD BETTER POLICIES FOR BETTER LIVES | UNECE | UN environment programme | UNIDO | WORLD BANK GROUP

EU4Environment Virtual Country Consultations

Instructions for remote participation via 'Zoom'

1. Before the meeting, please ensure that you have the following apparatus:
   - **Headset & microphone**: USB plug-in (preferred) or wireless Bluetooth.
   - **Good quality internet connection:** preferably wired to a hard-line.
2. Click on **this link** in order to start the process, enter the meeting number as follows:

Meeting Date	Zoom Meeting Number	Password
Friday 29 May	964-4312-5689	9W#*iVN3B8

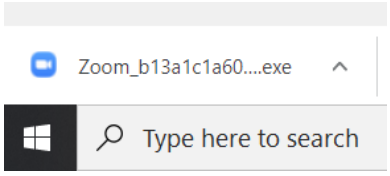
3. **JOINING FROM A MOBILE DEVICE:**

   You will be prompted to download the Zoom Cloud Meetings application (see here for more details).

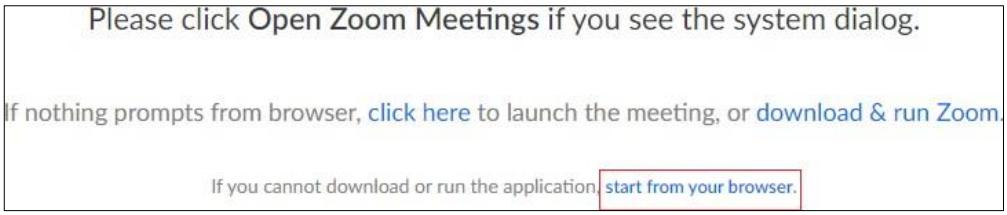
4. **JOINING FROM A COMPUTER:**

   When entering a Zoom meeting for the first time from a computer you will need to download a small application file. If an 'Application Launcher' or 'External Protocol Request' box appears, tick the '*Remember my choice…*' option box and then click 'OK':

   You may receive a notification in the bottom left-hand corner of the screen, click on it and select 'Run'

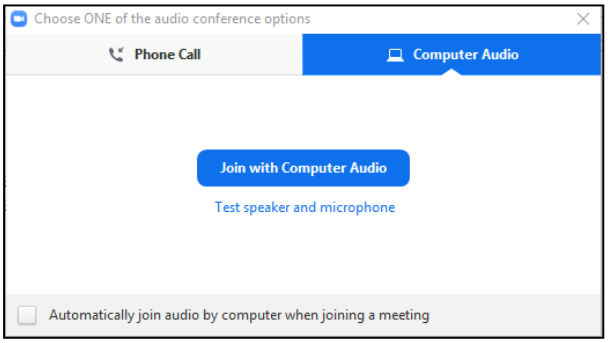


   If the application cannot be installed, select "**Start from your browser**" which does not require additional software

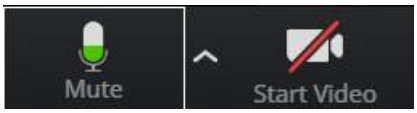


5. You will be prompted to enter a display name. Please use the following format:
   Country – First Name, Last Name

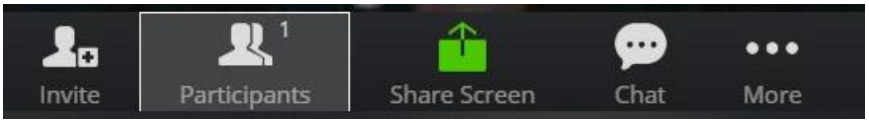
6. On the following prompt, select "Join with Computer Audio". (IMPORTANT: *Test your speaker and microphone before joining*).



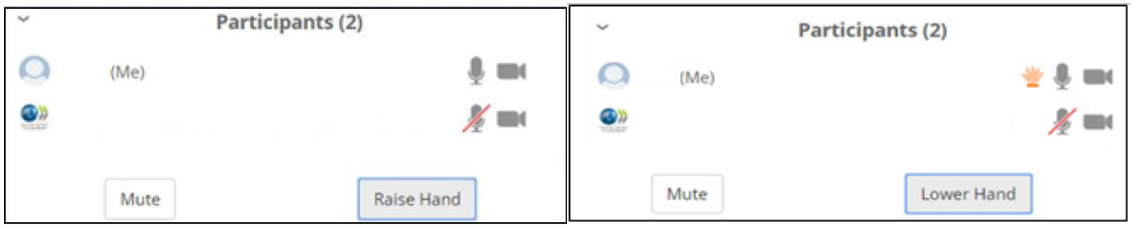
7. A window will open, this means you have joined the meeting. On the bottom left hand of the screen, make sure that your microphone is muted and that the video is off.



8. Open the 'Participants' bar by selecting 'Participants' from the menu at the bottom of the screen.



9. The participants bar will open on the right hand side of the screen, this can be used to 'raise hand' which will indicate to the Chair that you wish to make an intervention. 'lower hand' should be used if you no- longer wish to intervene:



10. JOINING BY PHONE:

<u>This option should only be used as a last resort</u>, as it removes many of the functions described above, including to raise hand in order to intervene. Click here to find a list of local numbers and use the meeting number listed at the beginning of this document to join the meeting.