



South Africa kick off webinar 09/02

TIPS AND GUIDELINES PARTICIPANTS

Here are some practical guidelines for the webinar of tomorrow:

- Sign up for the meeting at least 5 minutes in advance by clicking on the **Microsoft Teams link provided in the mail with practical info**. This will give you enough time to download the app. We will make the webinar **accessible online 10 minutes before (09:50 CET)** the start.
- If you are not familiar with Microsoft Teams, you can find a short **manual [here](#)**.
- Please **enter your first name and surname** when you sign up. It help us to see who has logged in and to identify you when you're asking a question.
- **Turn off your microphone and camera** when you log in and during the meeting. Only when you get the floor, we ask you to turn on your microphone and camera.
- You can ask **questions** at any time during the meeting **via the chat function** from Teams. The moderator will pick up your question during the **Q & A- sessions**.

If there's time for direct questions, during the Q&A click the "raise your hand" and wait for the moderator to invite you to take the virtual floor.

HELPDESK

If you have problems logging in:

- Check the [Microsoft Teams user manual](#) if necessary.
- If this does not solve the problem, please contact the helpdesk:

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