



Information about the online meeting tool for CEMR/EPSU project:

You can test your connection freely with this link:

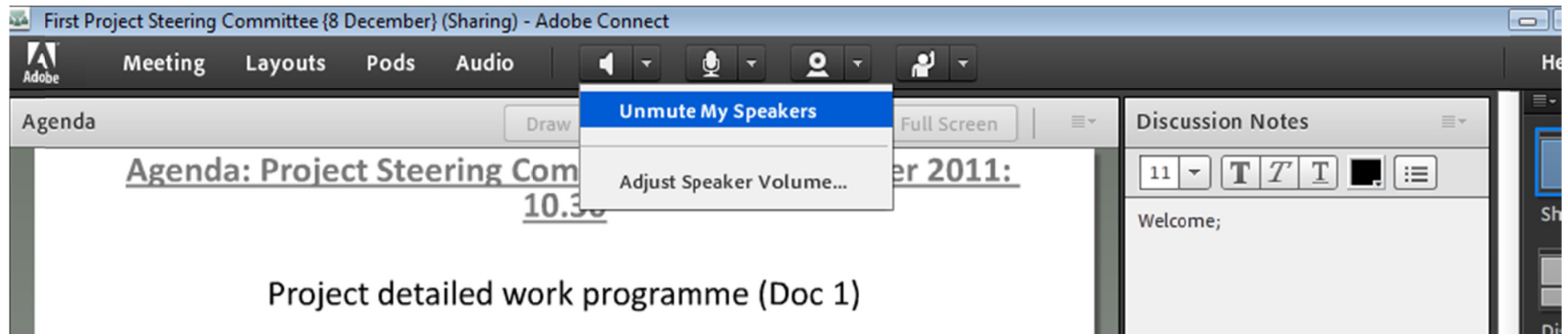
http://meet89579897.adobeconnect.com/common/help/en/support/meeting_test.htm

You will receive a link to the meeting by e-mail which invites you to the project meeting:

- You have click the link, which is specifically created for our meeting, and will direct you to a personalized 'meeting room'
- Enter as a **"guest"**, and fill in your name
- CEMR will receive a notification that you would like to enter, and will click accept
- Once in the meeting room, you will see a few screens: CEMR will explain them all at the beginning of our meeting

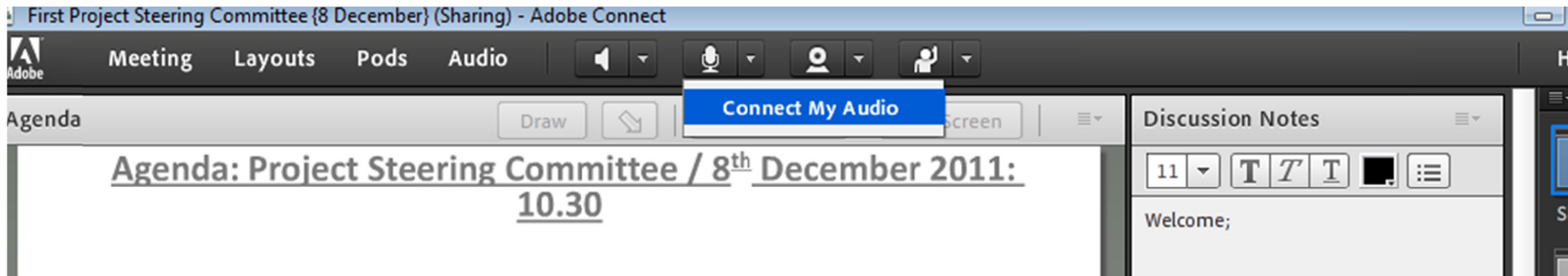
Key points:

- As you enter the room, CEMR will enable audio connection with you; this means that your microphone will be on, and everyone will be able to hear you.
- Please make sure you have unmuted your speakers (picture below): this will allow you to hear what is being said in the meeting room





- Please also check that you connect your audio : this is done in one click, as shown below:



No software is needed, as it is run through Adobe: however please allow a few minutes before hand for the link to create the 'meeting room'.