



For a smooth video meeting...

### Recommendations to all VHEE2020 participants :

- ✓ Please keep your **microphone muted** and your **camera turned off** at all times except when giving your presentation (speakers only).
- ✓ If you wish to comment or ask a question during a presentation, please use the **Raise Hand** button. In addition, you may also send your question via the **Zoom chat**. The Convener of the Session will tell you when to reactivate your microphone to intervene.
- ✓ Speakers will be requested to «share screen» using the corresponding Zoom option.
- ✓ Please upload your slides in advance on the [VHEE Indico page](#) or send your slides to Alexia ([clic.project.office@cern.ch](mailto:clic.project.office@cern.ch))