

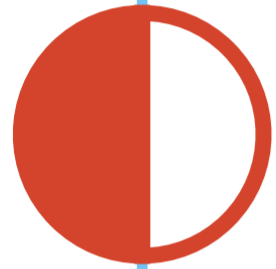
Before meeting

Try to provide useful and detailed information to facilitate the meeting



In the calendar notes remember to insert info as:

- Meeting objective and schedule, if possible, the timing
- The number of people that will participate to the meeting and their role according to the schedule
- The presence of a person with disability
- The collaboration tips



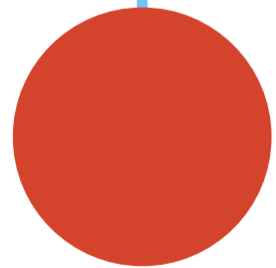
During meeting

Choose, together with the meeting participants, a facilitator



Some tips to better manage the meeting:

- Remember to register the meeting (to enable the use of the subtitling functionality)
- Don't use the chat to comunicate during the meeting, keep your questions for the Q&A moment at the end of the meeting
- When you speak try not to be backlight so that your colleague can read lips
- Speak at an average pace, never too fast
- Keep your webcam off if you are not speaking



After meeting

Identify a person to provide participants with the meeting most useful information



Remember that is important to provide participants with useful information:

- Share the link or insert as an email attachment the documents that were presented during the meeting
- Provide participants with the meeting registration
- Use the meeting chat for Q&A after the meeting