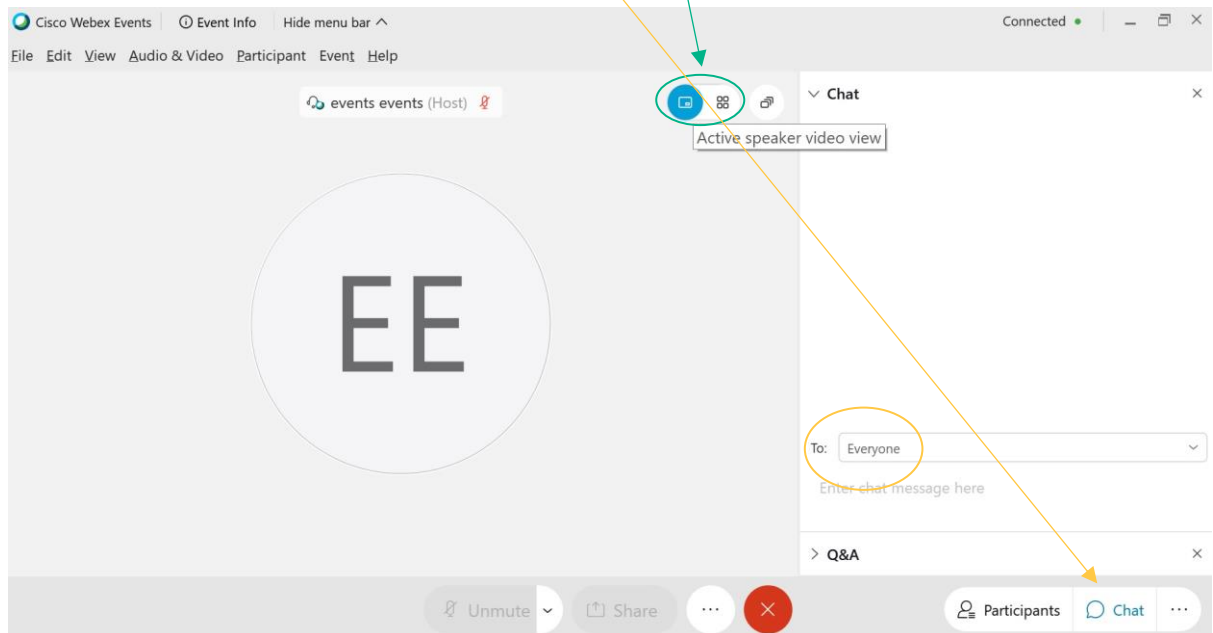**Virtual Event**
Participation rules and tips

Ground rules:

o Everyone should be on **'mute'** throughout the meeting by default.

o For the guest speaker intervention, we suggest the 'active speaker view' while for the discussion, the 'grid view', you can select the type of view **here**.

o If you have a **question**, flag it in the **'chat'** by ensuring that it is addressed to everyone. For clarity, please could you ensure that you use the following format: FULL NAME, COMPANY, QUESTION. Thank you.

Connectivity

o Make sure that **no other applications that use microphone/webcam are opened simultaneously on your computer**. This might interfere with your connection.

o If your device has a headphone jack, you might also consider **using headphones for a better audio experience**.

o Make sure that you **do not have any firewall restrictions** that might block your device.

American Chamber of Commerce to the European Union
Speaking for American business in Europe

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