The PARIS21 2020 Annual Meeting will use the Zoom videoconferencing platform.

**Ahead of the meeting**
- It is recommended that you use a headset equipped with a microphone when connecting to the meeting.
- Zoom has put in place a testing area where you can test your equipment and ensure you do not encounter any issues with firewalls on the day of the meeting. We invite you to visit this site ahead of the meeting.
- Should you encounter an issue with the video conferencing system such as a firewall issue, we have included a list of phone numbers which you can use to dial-in below.
- As much as possible, we encourage delegations to connect together from a single device but we understand this may not always be feasible.
- We advise that you join the meeting 10 minutes before the start time to test your connection.

**Joining the meeting**
- At the start of the meeting, please click the meeting link, which was emailed to you following your registration to join the webinar.
- You will be prompted to download and run a small Zoom desktop application, or join the meeting using your browser. Either is fine.
- The meeting should start. You will be prompted to join using your computer audio. We encourage you to test your audio in advance of the meeting to ensure that you can hear correctly. Your microphone will be muted by default.
- For more help on how to join the meeting, please see Zoom’s guidance on ‘joining a meeting’.

**During the meeting**
- When you join the meeting, please name yourself by the organisation you are representing, for example: Tunisia, World Bank, UNSD and not by the name of your NSO or your own name.
- You will be muted by default when entering the meeting. Please keep your microphone muted at all times unless you have been called upon by the chair to make an intervention. To unmute your microphone, hover over your name and click “unmute”
- If you wish to make a statement during the meeting, please use the “Raise Hand” feature and the Chair will call upon you.
- You may contact Giorgi Shardvadze giorigi.shardvadze@oeecd.org for any technical difficulties you may encounter during the meeting.

**Asking a question**
- To ask a question during the meeting, click the “Q&A” button in your Zoom window, type your question (or cut and paste the question text into the box) and send your question.
- A member of the PARIS21/OECD team will pass your question to the moderator, who will read it out and answer it.
- Please ask your question during the panel discussion (this is to ensure that it is among the first questions responded to during the Q&A).