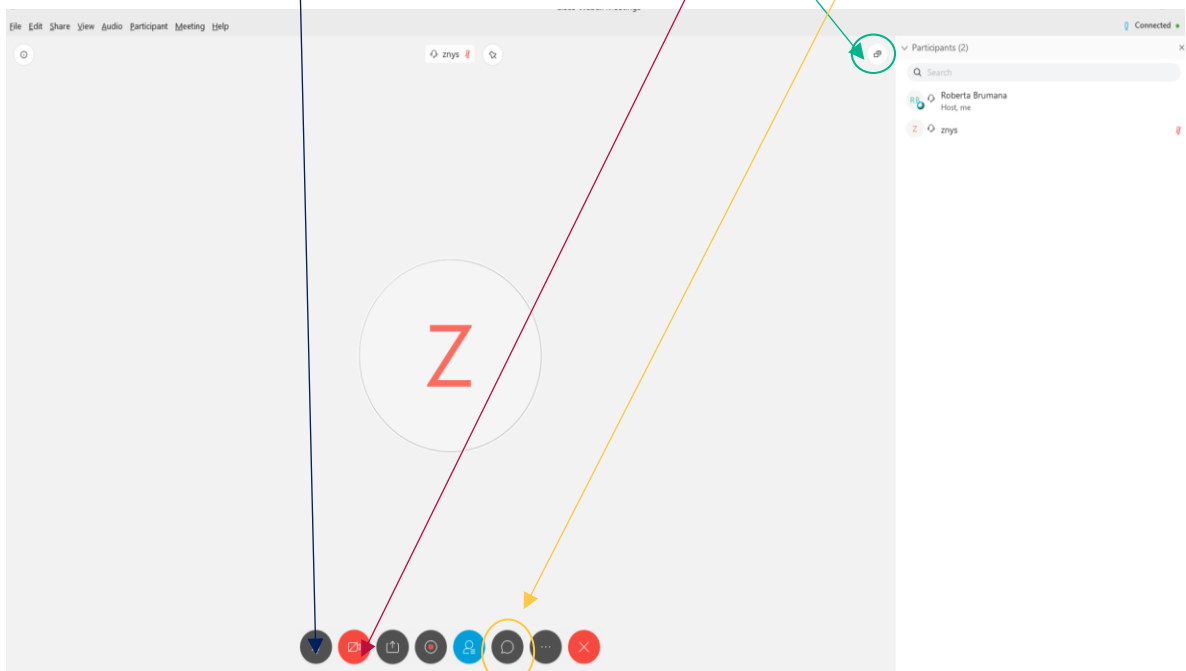**Virtual Event**
*Participation rules and tips*

**Ground rules**:

o   Everyone on **'mute'** throughout the meeting as a default.

o   If there are any connectivity issues, we suggest to turn off the **video**.

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

o   If someone has a **question**, they should flag it to the adviser in the **'chat'**. The adviser will inform the moderator and introduce and unmute the person that has to speak.

**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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