Virtual Events House Rules

- Please ensure all phone and laptop/email notification sounds are switched off
- If you haven't already changed your name to 'Name + Company Name' by clicking the 'participants' icon and hovering your cursor/hand over your name and choosing 'rename', please do so now.
- Please ensure your microphone is on 'mute' until you are selected by the moderator to participate in the discussion.
- If you would like to contribute to the discussion, please click on the 'participants' icon and select 'raise hand', which will alert the moderator that you would like to make a point. Please say your name and company name after the host has unmuted your microphone.
- Please select 'lower hand' once you have spoken and your microphone will be muted.
- If you would like to message the moderator or host during the event select the 'chat' icon and ensure you click on the blue bubble which is set by default to 'everyone'. Click on the button and select the moderator or host's name from the drop-down menu and enter your message in the box below.
- Please keep individual contributions brief to ensure as many guests as possible can participate in the discussion.
- During the call, please let the host or moderator know if you are experiencing connectivity issues or poor call quality from us via the 'chat' icon.

After the digital roundtable, an editorial writes up of the discussion will be produced, with quotes not attributed to any individual or company, and solely for the use in this piece. No recordings of the event will be circulated to anyone.

Thank you for reading and being part of our virtual events!

Cassandra Law
Head of Registration

Phone / WhatsApp: *+351 911 750 865*
Website | LinkedIn | Facebook | XING | Instagram | Twitter