

SOP

Join a video meeting

Purpose: to have successfully joined a video meeting

- ☐ Log in to the CPMS
- ☐ Go to 'ERN'
- ☐ Accept the invitation to the video meeting
- ☐ Make sure you use Chrome or Firefox
- ☐ Make sure that you are not using another video conferencing application (e.g. Skype, GoToMeeting, Zoom, etc) at the same time
- ☐ Test your connection prior to the actual meeting by clicking on "Test Video" link next to the 'Join Meeting' button
- ☐ Click on 'Join Meeting' which appears 15 minutes prior to the start of the meeting
- ☐ Write your contribution during or after the meeting
- ☐ Check the outcome document that the panel lead will create after the meeting