

Institute for Energy and Transport Sustainable Transport Unit

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Audio-/web conference

1. WEB CONFERENCE

The web conference allows sharing documents online, normally in parallel to the audio conference.

- (1) Please go to the web portal: <u>http://ec-wacs.adobeconnect.com/ap0203</u>
- (2) Enter your name and organisation
- (3) Click on the option "Enter as guest"
- (4) Click on "Enter Room" and follow the instructions.
- (5) You may disconnect from the web conference at any moment.

2. AUDIO CONFERENCE

- (1) Dial the <u>Local Access</u> number of <u>your</u> country, see list in the file "*InternationalAccessNrs MeetingOne.pdf*" (ex. for Belgium it is 028081363).
- (2) When asked enter the conference room number: *1322264#.
- (3) You are connected to the audio-conference. If it has not been opened yet, please wait.
- (4) You may disconnect from the audio-conference at any moment by hanging up.