**Instructions on how to join the meeting on WebEx platform**

The Town Hall with the Mechanism Principals will be held on the **WebEx** platform. We recommend that you test your device or computer before the meeting to see if you can connect to the service.

To use WebEx you will need to install the application or install the extension on Chrome. The best way to install it is to join a test meeting and follow the instructions. This will give you the full WebEx experience. Unfortunately, to use this test service you need to supply your email address.

<https://www.webex.com/test-meeting.html>

Another option is to download the application from their website: <https://www.webex.com/downloads.html>

Be sure to download the **Meetings application.**

On the day of the meeting please connect to this web address:

<https://eclac.webex.com/eclac/onstage/g.php?MTID=ee8330db4940575ef3eac5e4fcc64e39c>

After clicking the link you will be taken to a page where you will need to provide your name and email address in order to join the meeting. The password will be automatically indicated. After submitting this information you will be taken to the Town Hall meeting room.

If you have not installed the WebEx extension for Chrome or the WebEx application before joining the meeting, you will be prompted to do so after clicking the meeting link above. Please install one of these in order to continue to the meeting room.

On the day of the Town Hall the meeting room will be opened an hour prior to the starting time of the meeting. We recommend that you connect approximately 30 minutes prior to the announced starting time.