



Introduction

Thank you for registering for the Hybrid DREAM Event. Your participation in these events will be very valuable. This event is on September 29th, 2022. For updates on the next DREAM events, subscribe to our newsletter or check the website <https://sdr-africa.com/>.

In this document you will find details on your participation, online or at the locations Jigjiga.

In case you participate in person in Jigjiga or Semera:

Please be at the venue at 09:15.

Here are the venues details:

Jigjiga

Jigjiga International Hotel.

Contact of organiser: Nardos Masresha (+251) 911 380670

Semara

Ardi Hotel

Contact of organiser: Yoseph Cherinet (+251) 913 584137

In case you participate online:

The event will be hosted through the Microsoft Teams platform.

Use the link below to join the plenary meeting. In case the direct link does not work, copy and paste the link into your browser. The meeting will be open 30 minutes in advance to allow you to ensure you can log-in. During the Pre-Event there won't be online break-out rooms. As part of the program there will be plenary discussions in the main room and separate discussions in Jigjiga and Semera.

Link for the main session:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Nzg1ZWM3M2UtMzU5Mi00NDAzLWFmZDctZGJmN2FjY2I5ZGM4%40thread.v2/0?context=%7b%22Tid%22%3a%2257cb08b5-1ee9-4f1e-af60-8544d61f4198%22%2c%22Oid%22%3a%22dfb7f8da-7f13-46e3-8436-d7721d6870e5%22%7d

Supported by:

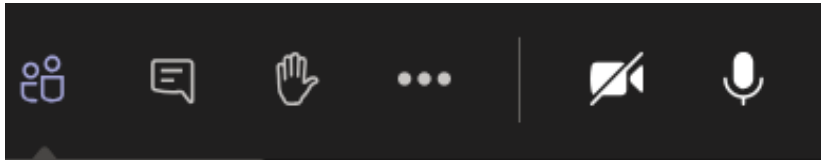


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Once you are in the meeting, you can use these controls, which you can find in the right upper corner (in case of using the installed app) or the lower part of the window (in case of using the browser):



1 2 3 4 5 6

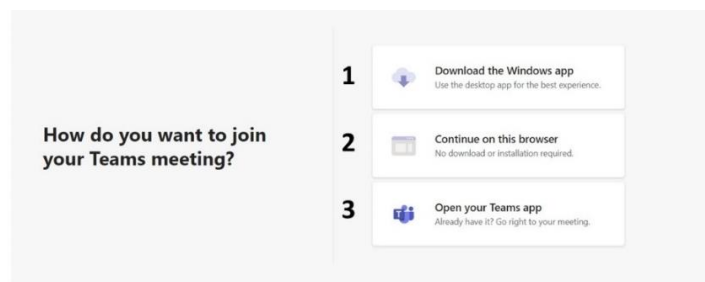
1. Show participants
2. Open Chat box
3. Raise hand
4. Other options
5. Camera on/off
6. Mute/Unmute

Please take note: Microsoft Teams does provide the option to follow the event without logging-in, but for an interactive participation, **we advise you to create a (free) Teams account prior to the event.** The event can be followed using your browser.

To create the account, click on the link for the first session on the previous page of this document and then follow the steps on the screen. Make sure you remember which e-mail address and password you use for your Teams account as you need them to login a next time.

In case you have an existing Teams account (for example provided by your organisation) you can use that account.

In case you do not want to create a Teams account, select the option ‘continue on this browser’, which will allow you to follow the event in your browser without a need to download the software.



- 1 – Select this option to download the Teams app, you will need to set-up an account in case you do not have one yet
- 2 – Select this option to continue in your browser (no need to download the Teams app or to log-in)
- 3 – Select this option if you already have the Teams app installed and you have a Teams account

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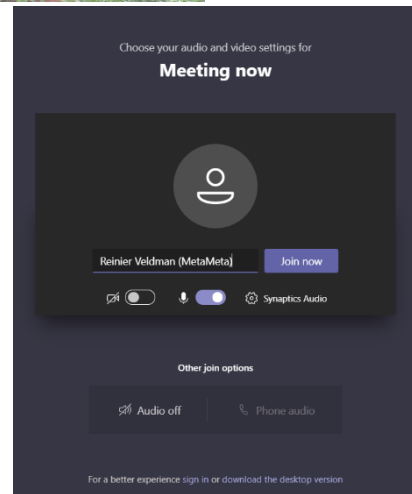
Swiss Agency for Development and Cooperation SDC



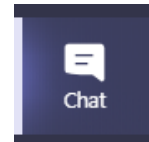


Once you have selected one of the options, the screen below will appear. Join with your own name and your organisation between brackets (For example 'Reinier Veldman (MetaMeta)') so other participants can identify you.

Please take note: In case the link does not re-direct you to the event or you cannot log-in successfully, copy the URL and paste it in your browser for direct participation. Sometimes MS TEAMS does not function smoothly with some browsers (esp Safari) – in that case it is good to copy the link to another browser (for instance Google Chrome).



In case you are not able to access the chat-box in the Teams Meetings window, try to access it through the main Teams portal page or restart the TEAMS program.



For more information and for troubleshooting in the use of Teams, please refer to the following website: <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>.

Or contact us through e-mail through: dream2preconferences@metameta.nl

Additional information

In case of questions contact us through e-mail through: dream2preconferences@metameta.nl or through phone:

- For Jigjiga: Nardos Masresha (+251 91 138 0670)
- For Semera: Yoseph Cherinet (+251 91 358 4137)
- For Addis and others: Girma: (+251 94 427 3549)

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