**Your Video Meeting**

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|  | Come to the front door of North Wing County Hall. |
|  | The person on the door will say hello. |
| When? | They will check that you have a meeting booked. |
| Outside | You will be asked to wait outside if you are early for your meeting. |
| Mask Home Made | You will be asked to wear a mask unless you don’t have to for medical reasons. |
| Coronavirus Symptoms | You will be asked if you are feeling well.  Please don’t come to the meeting if you any symptoms. |
|  | You will be asked to sanitise your hands. |
| PXL_20210825_091228195 | At the time of your meeting you will be taken to the meeting room |
| C:\Users\swalea\AppData\Local\Microsoft\Windows\INetCache\Content.Word\PXL_20210825_091235187.jpg | You will be shown to the door and asked to enter the room. |
| PXL_20210825_091240528 | When you enter the room it looks like this. |
|  | Please take the left hand seat |
| PXL_20210825_091250881 | You will be sat in front of a big screen |
| PXL_20210825_091330275 | The screen will change when your call is ready to be taken. |
| PXL_20210825_091337888 | This pad will be on the desk. This is where you will accept your call. |
| PXL_20210825_091342919 | Press here to start your call. |
| PXL_20210825_091423770 | The person you are meeting will appear on the large screen |
|  | When your meeting is finished leave the room. Then leave the building. |