

Collection of Materials on “Information for citizens” – Document 19

Example E-Mail Zoom links for citizens

**Transnational Digital Citizens’ Dialogue**

**“*Dialogue title*”**

With Citizens from “*Country 1”, “Country 2”, “Country 3”*, …

*“Date”*

Dear Sir or Madam,

We are looking forward to your participation in the Transnational Digital Citizens’ Dialogue!

**For all participants from “Example - Ireland and Lithuania”: please note that all times listed below are indicated using the Central European Time zone (CET). In order to arrive at Irish local time:**

**–1 hour. In order to arrive at Lithuanian local time, +1 hour.**

**Your programme and dial-in details are as follows:**

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| ***Day, Date (Day 1)*** |
| 18:00 CET 18:30 CET | Join the **plenary room** for a technical check by clicking the link below:<https://Zoom> Link **plenary****ID: 12345678**Start of plenary meeting  |
| 19:20 CET 20:00 CET | Join your **table group 1** meeting by clicking the link below:<https://Zoom> Link **table group 1****ID: 09876543**End of Day 1 |

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| ***Day, Date (Day 2)*** |
| 17:30 CET18:00 CET | Join the **topic group 1** room for a technical check by clicking the link below:[*https://Zoom*](https://Zoom) *Link* ***topic group 1*****ID: 121212121**Start of **topic group 1** meeting - Topic |
| 18:50 CET20:15 CET | Join your **table group 1** meeting by clicking the link below:[*https://Zoom*](https://Zoom) *Link table group 1***ID: 09876543**End of Day 2 |
| ***Day, Date (Day 3)*** |
| 09:00 CET09:30 CET | Join the **plenary** room for a technical check by clicking the link below:[*https://Zoom*](https://Zoom) *Link* ***plenary*****ID: 12345678**Start of **plenary** meeting |
| 10:00 CET | Join your **table group 1** meeting by clicking the link below:[*https://Zoom*](https://Zoom) *Link* ***table group 1*****ID: 09876543** |
| 12:15 CET12:45 CET | Join the **plenary** meeting by clicking the link below:[*https://Zoom*](https://Zoom) *Link* ***plenary*****ID: 12345678**Break |
| 14:45 CET 16:15 CET | Join the **plenary** meeting by clicking the link below: [*https://Zoom*](https://Zoom) *Link* ***plenary*****ID: 12345678**End of Day 3 |

**Technical Hotline for questions:**

Country 1 +45 12345678

Country 2 +46 23456789

Country 3 +47 34567890

Country 4 +48 45678901

….. +49 56789012