

ZOZ.V.010/DZP/01/KR/21

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Subject: Information meeting on market consultations preceding the announcement of the tender procedure for an innovative solution for the renovation of a hospital ward as part of the project entitled:

"Innovative hospital ward refurbishment solutions to minimize disruption, improve patient outcomes and enhance environmental sustainability"

implemented under the grant entitled:

"Collaborative Innovation Procurement Action to Improve the Efficiency, Quality and Sustainability of Healthcare - EcoQUIP Plus"

financed by the Executive Agency for Small and Medium-sized Enterprises (EASME) under the powers delegated by the European Commission (Grant Agreement number: 857790 - EcoQUIP Pliis-COS-PP) - 2018-2-01).

Due to the expression of willingness to participate in the Open Day (07/07/2021, i.e. Wednesday; 10: 00-12: 00), organized as part of the EcoQUIP + project, we are sending instructions to log in to the event on the ZOOM platform.

How do I join a meeting?

The meeting can be started in a dedicated application or in a web browser window using the link below.

Link: <https://zoom.us/j/94420508058?pwd=MlFtT1BiUWVtZzNNMFptcU9mVWs3UT09>

Meeting ID: 944 2050 8058

Password: 558115

To start a session in the browser, click or paste the link below into the address bar in the browser and confirm. Depending on your preferences, you can download the application that supports the platform by selecting the *"Download and run Zoom"* option or cancel the appearing download window of the dedicated application and select the option *"Join from your browser"* (bottom of the screen). We recommend attending the meeting by entering it from the above-mentioned level. application, as it gives access to more functionalities.

In both cases, be sure to consent to the app's use of the camera and microphone.

In the next steps, follow the instructions displayed.

How to attend the meeting?

When joining the meeting, please enter the short name of the institution you represent in the "Your name" field.

Meetings will start at 10:00.

From 9:50 am the moderator of the meeting will accept your entries to the platform in the order of applications.

After accepting your input by the meeting moderator, you have the option of setting the view of the meeting participants. In the top left / right corner there is an icon labeled *Switch to Gallery View*. Clicking on this icon changes the current view from *Active Speaker View* to *Gallery View*, thanks to which we can see all meeting participants at the same time.

At the bottom of the screen, the participant has a small horizontal menu with several items at his disposal:

- **Mute / Unmute**
- **Stop Video / Start Video**
- **Share Content**
- **Participants**, when enabled, a vertical list of meeting participants will appear on the right side of the screen, along with photos, if shared
- **More.**

After selecting it, another menu appears with several items, two of which are worth mentioning at the beginning:

- **Chat** - activating this option causes the display of a field where you can enter your own messages, and read messages written by other participants and by the teacher
- **Raise Hand / Lower Hand** - choosing the first option causes that on the list of participants, next to our name, a picture of a raised hand appears. This is a sign to the moderator that the participant wants to speak.

- **Leave**