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To:
COOMET Committee members
Chairs of COOMET structural bodies (CSB)
Directors of NMIs/DIs of COOMET member countries

Copies to: National Secretariats of COOMET member countries

Dear colleagues,

It's my pleasure to invite you to a **COOMET webinar for the discussion of possible fields of joint scientific research**, which is scheduled for **23 September, 2020** and will be held using Zoom platform.

Simultaneous interpretation (Russian-English) will be provided during the webinar.

The Program of the webinar and brief instructions for connecting to Zoom are attached.

Please pay attention to the prerequisites for simultaneous interpretation.

In view of the proposed format of the seminar and potential number of participants (about 40 connections) please take into account the following limitations and conditions:

- 1) During the webinar only connections of the organizers, COOMET Vice-Presidents and speakers will be displayed on the joint screen (PANELIST/SPEAKER mode). The maximum number of connections in this mode is 25 (hence we will not be able to connect all the participants in this mode).
- 2) For other participants of the webinar ATTENDEE mode will be offered. The maximum number of connections in this mode is 75.
 - 2.1 COOMET Committee members are invited to take part in the webinar (joint connection with the national secretariat from one PC is possible);
 - 2.2 All Chairs of CSBs are invited to take part in the webinar (joint connection with other representatives of your NMIs/DIs is possible – see 2.3);
 - 2.3 Directors and interested experts of all NMIs of COOMET member countries are invited to take part in the webinar (one connection per institute), namely:
 - NMIs of Russia (VNIIM, VNIIMS, VNIIOFI, VNIIFTRI and branches: UNIIM, VNIIR, SNIIM);
 - NMIs/DIs of Ukraine (NSC "IM", Ukrmetrteststandart, DP NDI "Systema", SE "Ivano-Frankivskstandartmetrology").

*Note: We suggest arranging for participation of representatives of NMIs of Azerbaijan, Armenia, Belarus, Bulgaria, Bosnia and Herzegovina, Germany, Georgia, Kazakhstan, China, Kyrgyzstan, Moldova, Lithuania, Romania, Slovakia, Tajikistan, Turkey and Uzbekistan via a joint connection with the COOMET Committee member. **Please, advise if you need extra connections.***

Videos and microphones for the ATTENDEE mode will be turned off by the organizers to ensure the quality of the internet connection on the whole. Attendees will be able to ask questions during the webinar. As soon as the attendee is given the floor, he/she will receive a notification from the organizer asking to turn on his/her microphone (and optionally video); when the attendee is ready with these settings, he/she can speak.

Under item 6 "Discussion" the organizer will provide for the display of the maximum number of participants of the webinar on the screen.

3) The following SCHEDULE of the webinar is proposed:

09:45 – 10:00 connection test;

10:00 – 13:00 webinar (without a break).

Notes:

*1) the webinar will start at **10:00 Minsk time (UTC+3)**. Please check the time taking into account the time difference between Minsk and your city.*

2) the online page will be open from 09:45. You will have 15 minutes to set up and test connections. You will need a PC or tablet with loudspeakers or headphones.

We kindly request (**by 16.09.2020 at the latest**):

1) COOMET Vice-Presidents and speakers:

- **to confirm your personal participation in the webinar;**
- **to provide your current e-mail address**, from which your personal connection will be made, so that we could send to this e-mail address a corresponding link for participation in the webinar in the PANELIST/SPEAKER mode;

2) COOMET Committee members:

- **to confirm your personal participation in the webinar or to notify of the participation of your representative,**
- **to provide the current e-mail address**, from which your personal connection or connection of your representative will be made (including a possible joint connection with the national secretariat by your decision), so that we could send to the given e-mail address a corresponding link for participation in the webinar in the ATTENDEE mode, or to inform about the participation in the webinar within one connection from your NMI (see 3 below).

3) NMI Directors:

- **to confirm your personal participation or participation of other experts of your NMI in the webinar** (please provide the list of participants from your NMI/DI to have an idea of the total number of the webinar participants),
- **to provide the current e-mail address**, from which connection of your NMI/DI will be made, so that we could send to the given e-mail address a corresponding link for participation in the webinar in the ATTENDEE mode. **Please, advise if you need extra connections.**

4) CSB Chairs:

- **to confirm your personal participation in the webinar,**
- **to provide your current e-mail address**, from which connection will be made, so that we could send to this e-mail address a corresponding link for participation in the webinar in the ATTENDEE mode, or to inform about the participation in the webinar within one connection from your NMI.

Should you have any questions, please contact COOMET Secretariat (coomet@belgim.by).

See you!

Best regards,



Valery Hurevich,
COOMET President