# This is heading

To prepare for the meeting, **follow** these steps: (i) review the agenda to understand key discussion points, (ii) gather necessary documents like reports and presentations, (iii) test any required technology, such as **projectors**[[1]](#endnote-2) or video conferencing tools, (iv) arrive early to set up and be **ready** for discussions, (v) take notes on key topics and action items, (vi) engage actively by asking questions and providing input, and (vii) follow up afterward with a summary email and next steps.

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1. This is first footnote [↑](#endnote-ref-2)
2. This is second footnote [↑](#endnote-ref-3)
3. This is second footnote [↑](#endnote-ref-4)