

For successfully participating in the online meeting here are a few requirements and recommendations



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STABLE INTERNET

Ethernet (LAN) cable is highly recommended – Wi-Fi often causes breakups when transmitting sound, this could cause low quality of sound and losing parts of the speech for other participants.



USB HEADSET

Ideally with noise cancelling, to prevent the sound from the ear pad being picked up by the microphone

CAMERA

Please adjust your camera, it needs to be pointed to you.

QUIET WORKSPACE

Close all windows

(no external noises like outside traffic)

Be mindful with noises you create

(shuffling papers, mobile device sounds, keyboard strokes, moving the chair...)

USING THE MEETING ROOMS' FEATURES



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1. Select your preferred language

- Select “none” to listen to the floor
- Select other languages if interpretation is offered. ➤ Click “SAVE”

2. Raise your hand to ask for the floor

Click on the green hand and wait for the approval of the Chair to take the floor

- Click on “AUDIO ONLY”: you will enable your microphone
- Click on “VIDEO”: you will enable your microphone & webcam

3. When you have the floor, you have the possibility to

- Turn on or turn off your mic
- Turn on or turn off your webcam

4. Turn on or turn off screen sharing

5. Give back your hand so that you don't speak anymore. This doesn't disconnect you from the meeting

6. Use the “EVENT CHAT” if available, to communicate with the Remote Participation Moderator in case of questions, comments and/or technical issues

