

## EPRA webinar etiquette and tips for participants

The cancellation of the meeting in Antwerp owing to the COVID-19 crisis has forced the EPRA team to adjust the agenda – both with regard to the topics covered and the schedule of the outputs. With the aim to provide EPRA members with high-quality content as well as opportunities to exchange on the major topics on the original agenda of the 51st EPRA Meeting, we are organising a series of virtual sessions.

In order to ensure a valuable and fruitful session, the EPRA team invites you, when attending a virtual session, to follow the steps and recommendations listed below.

### I. Before the session

#### Few days before:

- Download from the EPRA website the documents related to the session, prepare or send to the Secretariat any question you might have for the speakers.
- Register for the webinar through the link in the invitation.
- Download the Webex app for a better user experience

#### The day of the meeting:

##### *Your environment*

- Ensure a suitable environment (quiet space, good light...).
- If using Wifi, make sure your signal is strong, and stay as close as possible to the Wifi access point. Wired/ethernet cable is preferable when possible, as it offers a more stable connection
- Limit other Internet users in the household at the same time as your video call.

##### *Your computer and devices*

- Check that all your devices are well-functioning (headphones, microphones, camera). If possible, try to get connected with a PC, which offers more functions than with a mobile programme version.
- For laptops, make sure your computer battery is full and preferably plugged in the laptop, change your power settings to “high performance”.

##### *Your access to the webinar*

- Get connected at least 5 minutes before to ensure that you encounter no trouble.

- Use a browser Chrome, Firefox, Safari or Edge.
- Enter your name as indicated at the registration (and not your pseudo as it might be difficult to identify you, especially if you want to actively contribute at one point) and your email address, as requested.
- When joining the session, please ensure that your microphone and your camera are turned off (items should be in red).

## **II. During the session**

- Use the private chat with the administrator/host for any technical trouble you might encounter.
- Use the public chat to send a question for the speakers.
- Wait for the moderator/animator to give you the floor for any oral/video contribution.
- Do not forget to mute your microphone (and if so, turn off your camera) after your intervention

## **III. After the session**

A summary of the session and additional resources to continue exploring the topic will be sent to you by email.

Please, feel free to report to the Secretariat any trouble or suggestions regarding the tools and webinar logistic that you might have.

Useful link: <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting>

For more information or any question: [machet@epra.org](mailto:machet@epra.org) or [Geraldine.denis@coe.int](mailto:Geraldine.denis@coe.int)

Thank you very much for your attention and participation in our session.

The EPRA Secretariat.