

## WEBEX ONLINE MEETING/TRAINING/WORKSHOP GUIDELINES

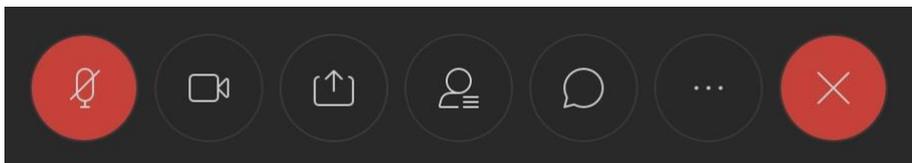
**In order to ensure an efficient online meeting/training/workshop, we would appreciate that all participants follow the below rules of conduct:**

- Please connect 20 to 10 minutes before the scheduled start of the session to ensure a good connection. The host will be available to support you in testing your audio/video if necessary.
- Keep your video connected for the introduction session and/or tour de table. Afterwards, to ensure the bandwidth is not overloaded, please disable your video connection (camera).
- To optimise the audio settings, please use a headset.
- Please keep your microphone muted throughout the session, and unmute only when you are speaking.
- Make use of the WebEx chat function to contact others or to contact the host.
- When several participants connect from one single meeting room, please use one single connection for audio/video (e.g. video conferencing system). Using multiple laptops at one single location leads to background noise and also a slower connection.
- Please use the "raise your hand" feature of WebEx when you would like to speak – this will help avoiding simultaneous interventions and feedback noise.

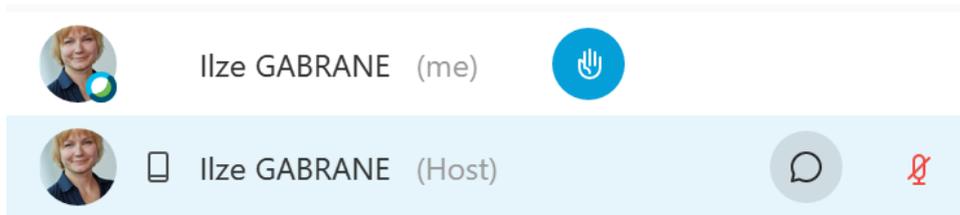
**Below you will find some instructions on how to use on the various WebEx functions:**

The microphone/video settings can be set at the beginning of the meeting and controlled during the meeting through the below menu.

The same menu can be used to hide/unhide the meeting participant list and the chat session.



The "raise your hand" sign is visible next to your name in the participant list. You will also be able to identify the host in the same list as shown below:



If presentation materials are shared during the WebEx session you can control the size of the shared documents on your screen via the control menu on the left side of your screen as shown below.



**Finally, please take note of the following considerations:**

- In order to guarantee that you see the presentation materials even if we run into technical difficulties during the meeting, the presentations will be uploaded on the project website as a back-up source, so please check the following link, select the corresponding activity, and download the presentations (when applicable) before the meeting: <https://www.eu-assp-z.org/>
- Please be informed that photos and recordings might be taken during the meeting.
- Should you need technical support during the meeting/training/workshop, please contact Ilze Gabrane via the WebEx chat function (please select "chat privately") or via the email to your focal point at EASA

**We wish you a successful meeting/training/workshop and thank you for your cooperation !**