



## Guidelines

### For participation in the virtual 33<sup>rd</sup> EGP Council

This document provides an overview of principles and values to follow while attending the virtual 33<sup>rd</sup> EGP Council, as well as practical guidelines on how to fully engage as a participant and help the event unfold smoothly and as planned.

The 33<sup>rd</sup> EGP Council will take place on the SpotMe platform. You can find out more about it [here](#). Dedicated guidelines on how to use the platform will be shared separately.

#### PRINCIPLES AND VALUES

EGP wants to ensure that all conference participants, regardless of their role, can engage in the Council in a meaningful way. It is therefore crucial that everybody follows certain principles and values, to ensure a welcoming and safe environment for all.

EGP acknowledges the freedom of expression of all participants and encourages debate and dialogue as key elements of participation, among all Council participants. EGP opposes the disruption of virtual sessions that results in the inability for dialogue and debate to take place. In the event of such disruptions, the EGP staff may cut the access of those participants causing the disruption.

EGP expects all Council participants to treat each other with dignity and respect. Any behavior that leads to any harm, prejudice, discrimination or harassment against any person, or the disruption of the Council is prohibited.

In the event of any action being taken that does not respect these principles, the EGP staff may cancel the participant's access to the Council, without refund.

#### THE VIRTUAL MEETING PLATFORM

### Know the platform

Have you used the SpotMe online platform before? Do you know how it works? To access the platform, you must click on the unique invitation link that was sent to you via email. Make sure you connect to the platform several days ahead of the Council, to familiarize yourself with its content and functionalities.

### Check the meeting room

Before each session, make sure you know how to join the meeting room. Make sure you join the meeting room 10-15 minutes in advance, to figure out how things work (ensure you have sound, that you know how to ask questions, know how to turn your camera on and off etc.).

### Be ready to face technical issues

Do you know who to contact if you have a technical issue? To ensure the Council unfolds smoothly a dedicated "Technical Support" section will be available on the Council platform SpotMe.

## TECHNICAL ASPECTS

### Internet

Make sure you have good internet connection.

### Reboot your computer

If you occasionally need to reboot your computer, do this ahead of the session.

### Sound

Consider using headphones, as the quality of the microphone is often better than that of the computer and it better filters any background noise.

## LOCATION

### Place

Find a suitable place where you will feel comfortable before joining the sessions.

### Background

Try to have a clean, de-cluttered background when you turn on the camera and be aware of what is in the background behind you or on your desk in front of you. The same is valid for screen-sharing: pay attention to the browser and apps notifications that may pop-up and that you may not want other participants to see.

### Set up your camera

When speaking, make sure you place the camera at eye level, so that participants can see you looking at them.

## COMMUNICATION

### Make sure you know who you're chatting to

When using the chat function, make sure you know who you're writing to. Select the person or the target group first, which might imply changing the default settings. Additionally, it may not always be obvious who can access the room or view the chat (e.g. press, external organizations attending the Council), so be mindful of sharing only what you wish to share in these spaces.

### Know how to keep the pace

The pace of virtual meetings is usually a bit slower than in-person meetings, because there is a two to three-second delay for most systems to communicate. Bring attention to yourself before addressing the group by signaling with your hand or saying "question" or "comment" and then waiting a couple seconds before continuing.

### Take the lack of non-verbal communication into account

Remember that we miss out a lot on non-verbal cues, like body language, when we organize online meetings, so speak clearly, and lower your speed, so that people can clearly understand what you are saying.