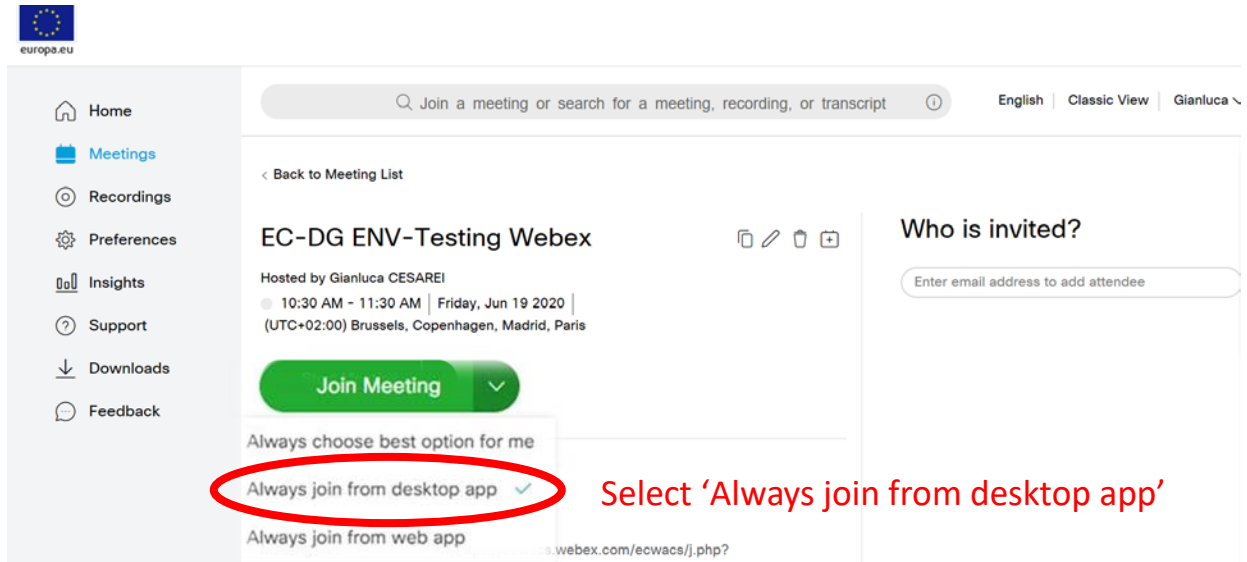


Instructions for taking part in the webmeeting

To facilitate an effective meeting **please adopt the following rules** when taking part:

- Please enter the room some **15 minutes in advance**, so you have time to check that the technical side of your connection is working (screen, speakers, microphone, telephone).
- For maximum functionality, including the potential to 'raise your hand' to the chair of the meeting, please select and run the **desktop application** (see the screen grab below).



The screenshot shows the Webex interface for a meeting titled "EC-DG ENV-Testing Webex". The meeting is hosted by Gianluca CESAREI and scheduled for Friday, Jun 19 2020, from 10:30 AM to 11:30 AM (UTC+02:00) in Brussels, Copenhagen, Madrid, and Paris. A green "Join Meeting" button is visible, with a dropdown menu open below it. The dropdown menu has three options: "Always choose best option for me", "Always join from desktop app" (which is circled in red), and "Always join from web app". To the right of the dropdown menu, there is a red text annotation: "Select 'Always join from desktop app'".

You will need to install an 'add-on' the first time you access the conference system. You can install the add-on permanently (it requires administrators rights on your computer) or simply install a temporary add-on (please, if needed, check the **Annex** for further info)

Note: there may be problems connecting this way through **proxy servers**, so if your organisation uses a proxy server, please use an external web browser or contact your IT support to change your settings.

- It is important that **name of your organisation and full name** are registered in the following order when you join: e.g. *Financial products institute - John Smith*

Webex test

Hosted by

● 4:30 PM - 5:30 PM | Thursday, Mar 19 2020 |
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Good afternoon, John Doe

[Not John Doe?](#)

Click here to change your name

Join Meeting

Webex test


Hosted by

● 4:30 PM - 5:30 PM | Thursday, Mar 19 2020 |
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Enter name of your organization and your name here:
e.g. Financial products institute - John Smith

 (Optional)

Remember me

Join Meeting 

- Choose your **audio connection**. We recommend using the **dial-in or call-me facility** with your landline or mobile phone as this will minimise your use of bandwidth and improve the audio quality.

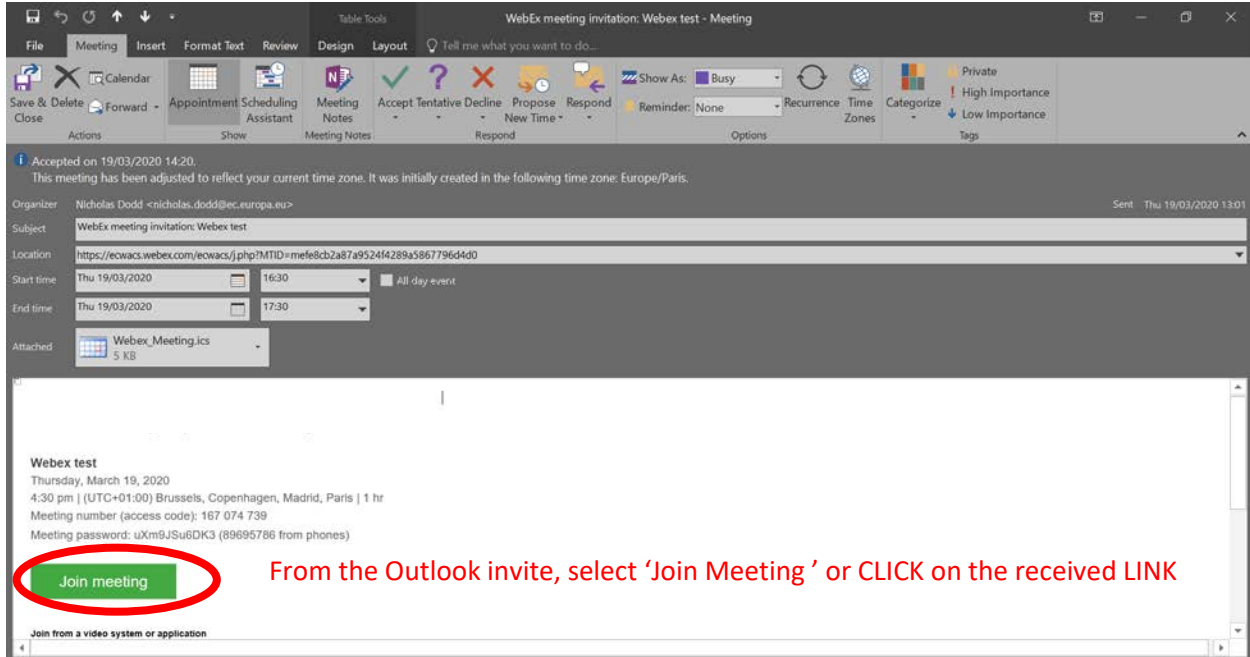
Select **'Call me – the meeting will call you'**, your country and type your phone number. The system will call to your number welcoming you to the phone-conference.

If that option is not available, please use **'I will call in'** option, select the phone number of your country to dial-in with your phone and follow the instructions. Please if possible **do not select the "call using the computer" option**, as it is prone to create technical problems.

- We ask you **NOT TO USE YOUR WEB CAMERAS** when connecting and to **KEEP THE MICROPHONES SWITCHED OFF/MUTED** unless the Chairman has given you the floor to speak.
- If you wish to **ask a question or make a comment** during the **discussion session**, as the "raising hand option" is not always feasible/visible, you are invited to write **"FLOOR" in the CHAT** and the Chair will give you the floor.

ANNEX

WEBEX- A few instructions for an optimal experience



Accepted on 19/03/2020 14:20.
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: Europe/Paris.

Organizer: Nicholas Dodd <nicholas.dodd@ec.europa.eu> Sent: Thu 19/03/2020 13:01
Subject: WebEx meeting invitation: Webex test
Location: https://ecwacs.webex.com/ecwacs/j.php?MTID=mef8cb2a87a95244289a5867796d4d0
Start time: Thu 19/03/2020 16:30 All day event
End time: Thu 19/03/2020 17:30
Attached: Webex_Meeting.ics 5 KB

Webex test
Thursday, March 19, 2020
4:30 pm | (UTC+01:00) Brussels, Copenhagen, Madrid, Paris | 1 hr
Meeting number (access code): 167 074 739
Meeting password: uXm9JSu6DK3 (89695786 from phones)

Join meeting

Join from a video system or application

From the Outlook invite, select 'Join Meeting' or CLICK on the received LINK

[Back to Meeting List](#)

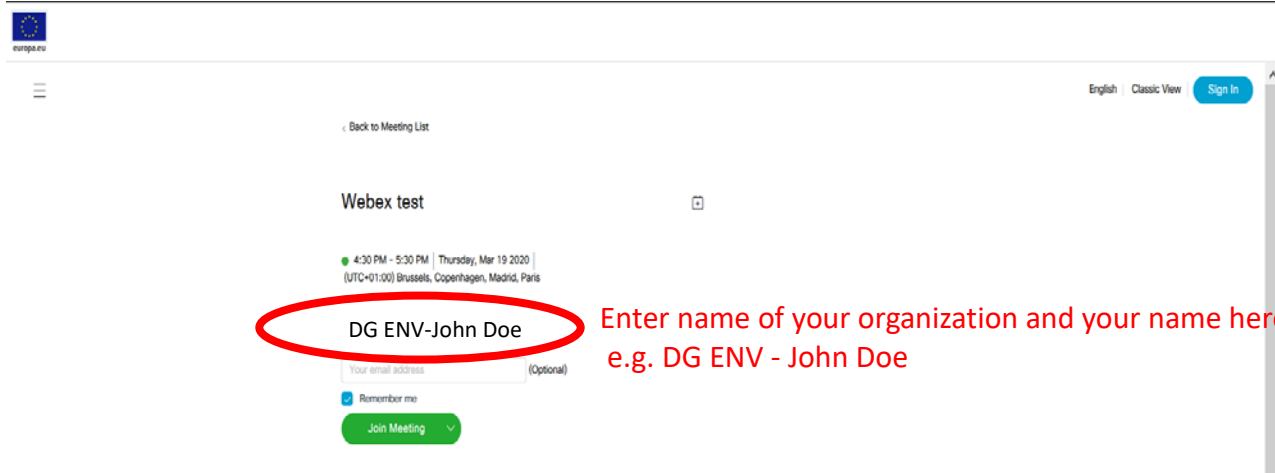
Webex test

4:30 PM - 5:30 PM | Thursday, Mar 19 2020 |
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Good afternoon John **Not John Doe?**

Join Meeting

Click here to change your name



[Back to Meeting List](#)

Webex test

4:30 PM - 5:30 PM | Thursday, Mar 19 2020 |
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

DG ENV-John Doe

Your email address (Optional)

Remember me

Join Meeting

Enter name of your organization and your name here:
e.g. DG ENV - John Doe

JOIN WITH THE DESKTOP APP



[Back to Meeting List](#)

Webex test



4:30 PM - 5:30 PM | Thursday, Mar 19 2020
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

DG ENV-John Doe

(Optional)

Remember me

- Always choose best option for me
- Always join from desktop app
- Always join from web app

Select 'Always join from desktop app'



[Back to Meeting List](#)

Webex test



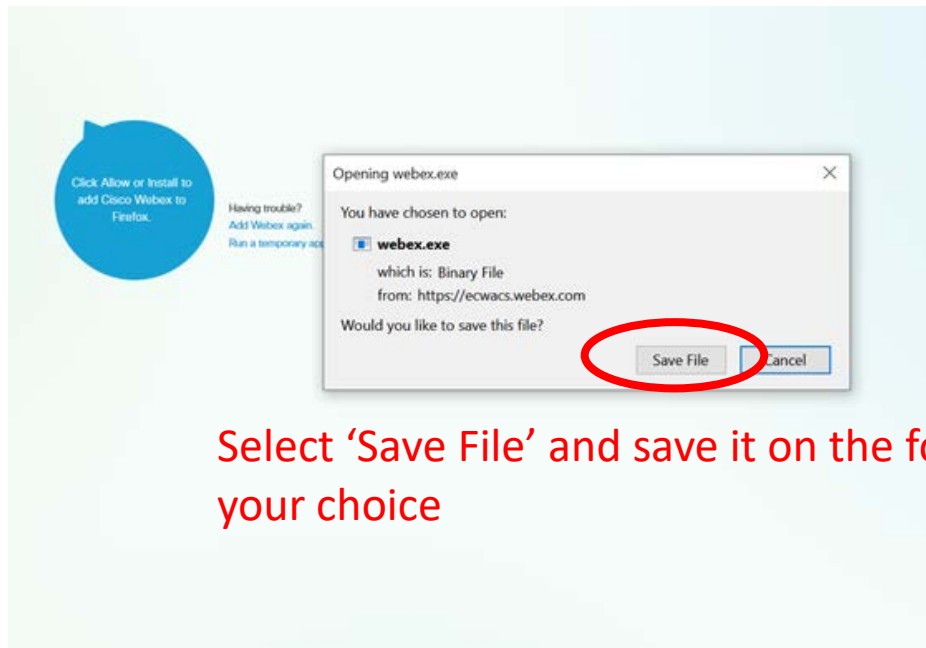
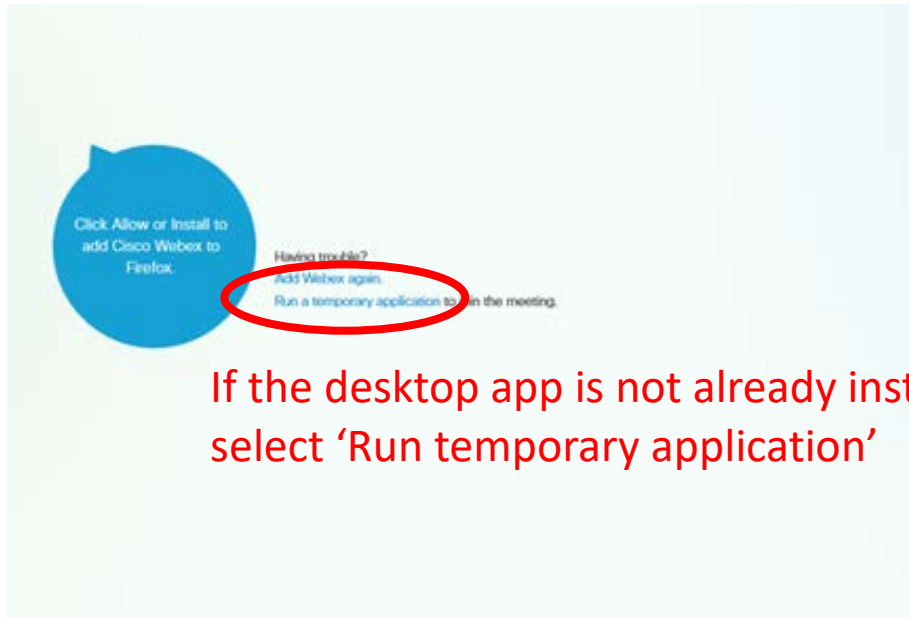
4:30 PM - 5:30 PM | Thursday, Mar 19 2020
(UTC+01:00) Brussels, Copenhagen, Madrid, Paris

DG ENV-John Doe

(Optional)

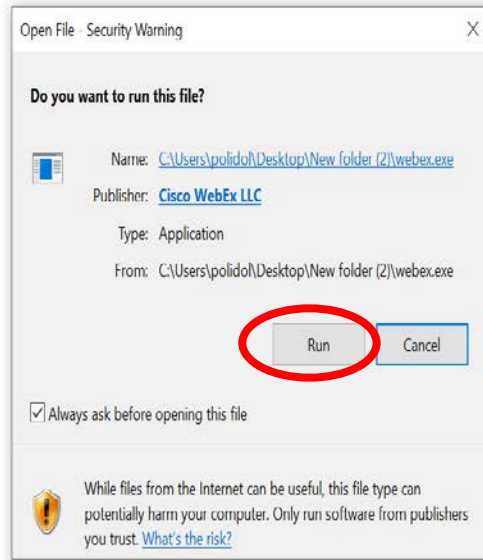
Remember me

Then Join Meeting

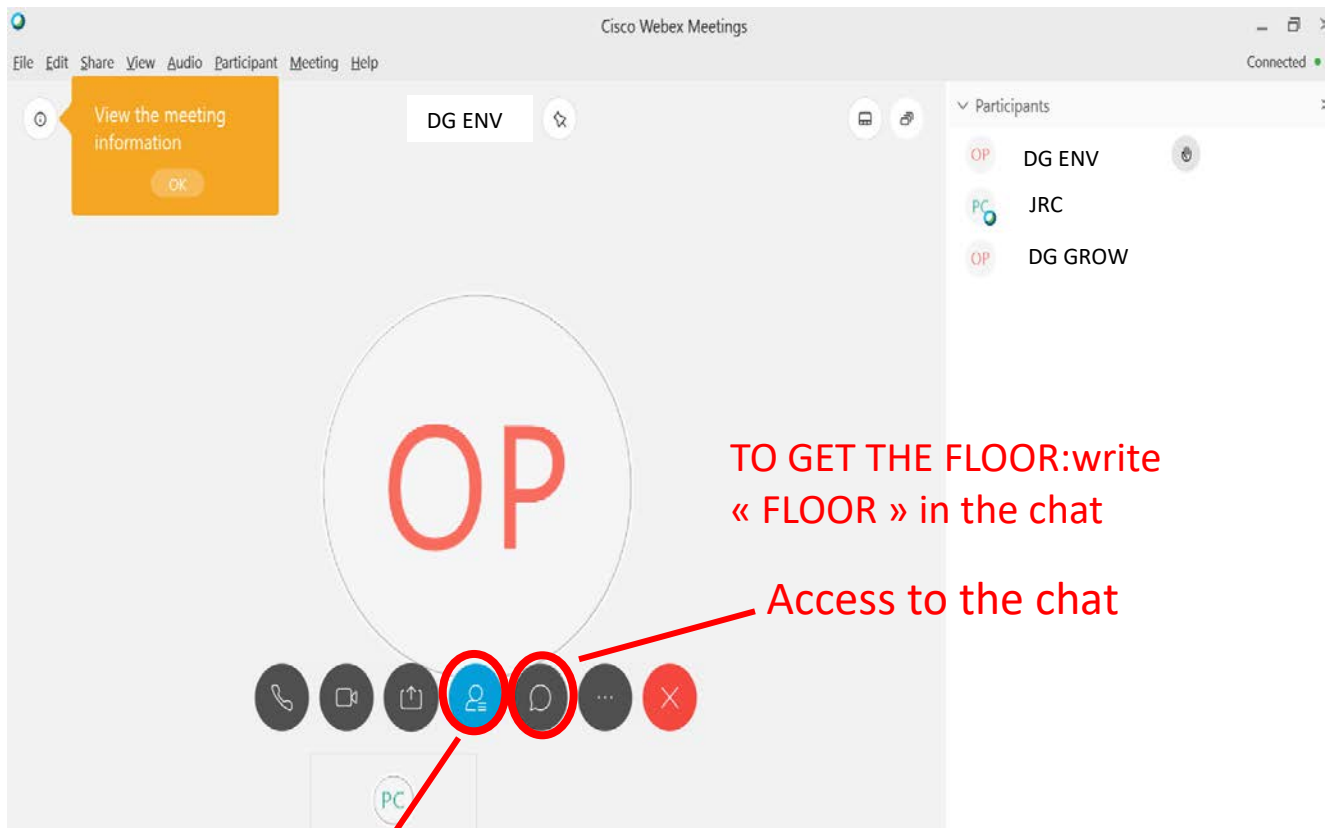


Name	Date modified	Type	Size
webex	19/03/2020 15:42	Application	1,738 KB

Double click on the application...



... and select 'Run'



TO GET THE FLOOR: write « FLOOR » in the chat

Access to the chat

'Participants' section