

**VIRTUAL SESSIONS PARTICIPATION
GUIDELINE**

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The following participation guidelines apply to moderators, speakers and participants in the online sessions of the Western Balkans Digital Summit 2020 during 26-28 October 2020.

All participants must be registered at: <https://digitalsummitwb6.com/registration/>. The guidelines aim to explain the modalities for remote participation.

How to join the virtual sessions of the 3rd Western Balkan Digital Summit?

This event requires registration.

Online registration is open, please register at: <https://digitalsummitwb6.com/registration/>

Registration will be open **until 24th October 2020 at 18:00 CEST**.

For remote participants

You can join the virtual session of Digital Summit

- with a WebEx link provided by email from messenger@webex.com after registering in <https://digitalsummitwb6.com/registration/> or
- during the Digital Summit with a link provided in the <https://digitalsummitwb6.com/> in the programme tab for virtual sessions you want to attend.

Click on the Register button and enter the required information for the event (first name, last name, email address etc.) and then “Join Event”.

GUIDELINES FOR REMOTE SPEAKERS AND MODERATORS

Before your session

You are kindly to check the agenda. If any support is needed please contact us at: digital.summit@infrastruktura.gov.al and support.wb6@infrastruktura.gov.al.

Link to your session

We recommend you to be connected 15 minutes before your session starts. After registering to the Digital Summit WB6 official online page you will receive an email with the link to connect on your dedicated day/session as participant.

Once your session starts and the host will change your role from attendee to panelist, please make sure that your camera is open. You will see the other speakers of your session. If you have a PowerPoint presentation or a video to share during your virtual dedicated session, please inform the moderator so the host can change the privilege to presenter. Make sure that your IT support shares the content as referred as the link below:

Sharing Content <https://www.youtube.com/watch?v=CexaPP0HtSA>

The PowerPoint presentation or video will be showed for all participants.

Please remember we are on a digital event, and thus, every second counts. Please check your timing left as much as possible.

If you have a last minute issue, please contact us at: digital.summit@infrastruktura.gov.al and support.wb6@infrastruktura.gov.al

Tips to make your session a success during the virtual event

Links to the virtual meeting during the three days will be sent to registered participants by email.

Remote meetings are very different from in-person meetings. Please bear in mind that communicating through an interface platform adds an extra layer of complexity to any interaction. With the objective of offering the best quality interpretation possible, and helping speakers to communicate their message more effectively, the Interpretation Service has identified a set of practices to contribute to the smooth conduct of meetings.

Setting

Participate from a quiet room with the doors and windows closed to avoid reverberation, echoes, and other noises that may distract other participants.

Background noise and interference should be eliminated (turn off loud air conditioning, etc.).

All sound notifications on all devices should be turned off before the meeting starts.

All other non-essential applications on the computer should be closed.

The platform should be open on just one browser.

Camera and image

It is strongly recommended that participants who wish to take the floor have access to a camera as interpreters rely heavily on the facial expressions and body language of participants to do their job properly.

The camera should provide a clear, front-on view of the speaker, ideally from the waist up. Avoid strong backlight, such as from a window.

When taking the floor

Microphone and camera should be turned on only when taking the floor.

Papers should be kept away from the microphone while speaking to avoid rustling that distorts the sound.

Speak at a moderate pace.

The microphone should be turned off at the conclusion of each statement, and remain muted, to avoid sound distortion.