

Instruction for participants of the Cross Border Cooperation Congress, Lublin 2020

How to prepare to the online Congress?

1. Operating system

Make sure your operating system is up-to-date. Download all possible upgrades before the Congress to avoid interference during the connection.

2. Internet link

Make sure you have the minimum bandwidth:

- 20 Mb/s download / upload - for active participants of Workshops and Partners' Forum as well as for Panellists
- 10 Mb/s download / upload - for listeners of Panels and Grants' Fair

3. Internet browser

One day before the Congress, we will send you via email the **access link** to the event. Open it with your upgraded Internet browser:

- Mozilla Firefox version 70 or newer,
- Google Chrome version 70 or newer,
- Safari version 12 or newer
- Opera version 66 or newer

NOTE: You will not be able to take part in the Congress if you use Microsoft Internet Explorer or Microsoft Edge.

How to join a meeting?

1. Use **the access link** sent to you a day before the Congress.
2. Once you click on the link, **follow the navigation in the top toolbar** to enter a given room. The **room buttons will be active 3-5 minutes before** the scheduled time of the meeting.

NOTE: check your SPAM box in case you have not received the access link

How to communicate during the Congress?

Participants of **Panels** and **Grants' Fair** use **CHAT** function to ask questions or send comments (translation of chat)

Participants of **Workshops** and **Partners' Forum** have additional VIDEO function:

video connection - to communicate with other participants via **camera icon**, located to the right of the participant's panel

Once you click on **camera icon** you must accept in your Internet browser the sharing of your camera and mic

Make sure you have:

- a working camera (installed or plugged into your computer)
- a working outer headphone set and a microphone

Communication etiquette

If you are a **Panellist** or take an active part in **Workshops** or **Partners' Forum**, make sure

- your face is clearly visible in the camera
- you have a uniform background that does not distract anyone
- you are located in a quiet surrounding and nobody or nothing will distract your communication
- you mute yourself when entering a meeting (if you are not already muted)
- you remain muted unless you would like to speak
- you turn on your video when speaking
- you use hand icon to get the host's attention

All accompanying cultural events will be streamed on the Organizers' websites.

The links to the streaming will appear on the Congress website www.kongres.lublin.eu on October 5, 2020.

The interface of the online Congress platform?

The screenshot displays the user interface of the online Congress platform. At the top, there is a navigation bar with language options (PL, EN, RU), a search bar labeled 'Wyszukaj...', and social media icons. Below this is a header with a home icon and a button labeled 'GIEŁDA GRANTODAWCÓW'. The main content area is a large video player showing a dark screen with a large blue 'C' logo. To the right of the video player is a sidebar containing a list of participants under 'Uczestnicy', including 'HOST (1)' (CONREGO Live) and 'UCZESTNIK (1)' (Participant). A 'VIDEO CONNECTION BUTTON' is located next to the participant list. Below the participant list is a 'CHAT WINDOW' with a text input field labeled 'Wyślij wiadomość...'. A 'SCENE VIEW' button is positioned below the video player. A 'ROOM MEETING BUTTONS' callout points to a set of icons (microphone, video, chat) at the bottom of the video player. An 'AGENDA PREVIEW' callout points to a button labeled 'Pokaż agendę' in the top right corner. A 'CHAT WINDOW' callout points to the chat area at the bottom right. The footer contains logos for 'lublin MIASTO INSPIRACJI', 'PATRONAT HONOROWY' (European Union), 'Komisja Europejska', and the Polish Republic, along with text about public funding from the Ministry of Foreign Affairs.

PL EN RU Wyszukaj...

GIEŁDA GRANTODAWCÓW

ROOM MEETING BUTTONS

AGENDA PREVIEW

VIDEO CONNECTION BUTTON

SCENE VIEW

CHAT WINDOW

Uczestnicy

HOST (1)

CONREGO Live
Warsaw, Poland

UCZESTNIK (1)

Participant
Warsaw, Poland

Włącz audio i wideo

Czat

Wyślij wiadomość...

lublin MIASTO INSPIRACJI

PATRONAT HONOROWY

Komisja Europejska

Rzeczpospolita Polska

Zadanie publiczne współfinansowane przez Ministerstwo Spraw Zagranicznych RP w konkursie „Dyplomacja publiczna 2020 – nowy wymiar”