



**EU2022.CZ**  
Parliamentary Dimension



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# Meeting of the Secretaries General of the European Union Parliaments

*Videoconference*

**Date: Monday, February 6, 2023**

## General information

*Version of January 9, 2023*

## DATE AND TIME OF THE MEETING

The Meeting of the Secretaries General of the European Union Parliaments will take place on Monday, February 6, 2023, from 10:15 to 13:15 (CET) as a videoconference.

The Meeting of the Presidential Troika will be held on Monday, February 6, 2023, at 9:30 (CET) also as a videoconference.

## REGISTRATION

You can register for the meeting by filling the appropriate registration form. **Participants are kindly requested to register for the meeting by January 24, 2023, by sending the registration form to the following address: [sgmeeting2023@senat.cz](mailto:sgmeeting2023@senat.cz).**

## VIDEOCONFERENCING PLATFORM

The meeting will take place on the **Webex platform**, which allows participants to join the meeting on a variety of devices. We highly recommend that you use a wired internet connection when joining the conference. We kindly ask speakers to use a headset with a built-in microphone during their contribution to the discussion. Should the internet connection or audio be of insufficient quality, your contribution will not be interpreted into the working languages of the conference.

## LOGIN DETAILS, CONNECTIVITY TEST AND OTHER TECHNICAL INFORMATION

You will receive additional technical information with log-in details for the videoconference a few days before the conference via e-mail.

You will be invited to take part in a **connectivity test at a predetermined time on Monday, January 30, 2023**. You will receive the log-in information for the connectivity test via e-mail. The test should take place under the same conditions as those planned for the conference (location, Internet connection, devices used, etc.).

There will be **two types of participants**:

1. Every **Secretary General** will be labelled as a **“Panellist”** (i.e., has a possibility to actively participate in the debate).
2. Every **Staff Member/Official** will be labelled as an **“Attendee”** (does not have a possibility to take floor).

## REQUESTS FOR THE FLOOR

To ensure the debate goes smoothly, please indicate whether you would like to participate in one of the panel discussions on the registration form. This will then be used to determine the speaking order and the duration of the discussion. Once all the registered speakers finish their contributions and should the pre-determined schedule allow for additional speakers, participants will be able to submit a request to speak using the “Chat” channel.

## INTERPRETATION

Simultaneous interpretation will be provided in Czech, English and French.

Simultaneous interpretation into other languages is not provided by the organisers and can be arranged by the national parliaments themselves, should the need arise. Webex platform allows to create additional language audio channels. **Delegations are kindly asked to indicate if they will arrange their own interpreter from national language to English and need to create an additional language audio channel.** Please send your

request to [sgmeeting2023@senat.cz](mailto:sgmeeting2023@senat.cz) by January 24, 2023. The interpreters providing the interpretation services must translate in English and ideally be familiar with the Webex platform.

### **CONFERENCE DOCUMENTS**

You will receive all the conference documents in advance via e-mail. They will also be available on [parleu2022.cz](http://parleu2022.cz) and on [IPEX platform](#).

### **STREAMING OF THE MEETING**

The meeting will be live streamed on <https://parleu2022.cz/event/eusg/> in the working languages of the conference. The video record of the meeting will subsequently be made available on the same website in these languages.

### **PRIVACY NOTICE**

By registering as a meeting participant, you agree to the transfer of the non-exclusive, unlimited right of use of your speech and/or your statements, along with any photos and videos taken during the conference, to the Czech Republic, represented by the Senate of the Parliament of the Czech Republic. In particular, this includes the transferable right to copy, disseminate, send, reproduce and make available publicly, and use these materials in any form currently known or as yet unknown, including in edited form.

### **RESOLVING TECHNICAL ISSUES**

Should you experience any technical difficulties, we suggest you contact firstly your parliament's IT department to verify your connection and computer settings. If the problems persist, please contact our technical support team (contact will be provided together with additional technical information).

### **CONTACT DETAILS**

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**Should you need further information, please contact: [sgmeeting2023@senat.cz](mailto:sgmeeting2023@senat.cz)**