



EU2022.CZ
Parliamentary Dimension



POSLANECKÁ
SNĚMOVNA
PARLAMENTU
ČESKÉ REPUBLIKY

Meeting of the Secretaries General of the European Union Parliaments

Videoconference

Date: Monday, February 6, 2023

Technical information

VIDEOCONFERENCING PLATFORM

The meeting will take place on the **Webex legislate platform (Webex webinar regime)**, which allows participants to join the meeting on a variety of devices. Webex legislate can be used via a Web browser or via Webex Client. We highly recommend participants to use the Webex Client which you can download by using the connection links to the connectivity test or the meeting (please see also the separate manual for participants)

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 AND OTHER RELATED INFORMATION

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).

Webex webinar provides only one link for the connection for all participants. Therefore, all participants can follow the meeting by using the link. The “Panellist” is distinguished from the “Attendee” by using the e-mail stated in the registration form and the password provided by organisers. Our IT department will prepare the list of Panellists according to the e-mails stated in the registration form. If the Panellist will use different e-mail than the one given in the registration form or the wrong password, he/she will be automatically moved to the group of “Attendee” without the possibility of active participation. **Please, pay attention to this fact when signing in your Secretary General to the Webex Platform.**

Rules for Panellists applies also for interpreters (e-mail notified in advanced to organisers and password provided by organisers). Therefore, if your delegation requested an additional audio channel and will arrange their own interpreter from the national language to English, **we will need the e-mails of the interpreters as soon as possible.** Only with this e-mail the interpreter will be able to join the meeting as an active participant and our IT department will assign him/her the role of “Interpreter”. **We are kindly asking you to provide your interpreters with the connection details to join the videoconference.**

There is no limitation to the number of participants in the role of “Attendee”. **However, we will have to limit the number of active participants from each Parliament/Chamber to 4 active participants:**

1. **Active participant** – Secretary General (Panellist);
2. **Active participant** – Back-up channel your IT department may use in case your Secretary General will lose the connection;
3. **Active participants** - Interpreter 1;
4. **Active participants** - Interpreter 2, if need be.

We kindly remind you that we will need e-mails in advance for all above mentioned 4 groups (e-mails for Secretary General have been stated in registration forms, however, please contact us if your Secretary General will use eventually a different e-mail to sign into the meeting).

CONNECTIVITY TEST

The connectivity test is scheduled for Monday, January 30, 2023. We highly recommend to all active participants/Panellists to use the opportunity for a connectivity test to ensure that the meeting on 6 February

runs without any technical problems. The test should take place under the same conditions as those planned for the conference (location, Internet connection, devices used, etc.).

Please use the connection details below to participate in the connectivity test:

Webinar topic: Meeting of the Secretaries General of the European Union Parliaments – Connectivity test

Date and time: Monday, Jan 30, 2023, 9:00 – 11.30 am | (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague

Link for connectivity test on Monday, January 30, 2023, from 9:00-11:30:

<https://kancelarsenatu.webex.com/kancelarsenatu-en/j.php?MTID=mdd6a18e7629ac650b278de0193058777>

Webinar number:

2734 499 6191

Password – only for Panellist and Interpreters:

Praha2023 (77242202 from phones and video systems)

Join by video system:

Dial [27344996191@kancelarsenatu.webex.com](tel:27344996191)

You can also dial 62.109.219.4 and enter your webinar number.

Join by phone:

+420-22529-6924 Czech Republic Toll

Access code: 273 449 96191

CONNECTIVITY DETAILS FOR THE MEETING OF SECRETARIES GENERAL

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, from 9:30 to 10:00 (CET) also as a videoconference.

Please use the following link and password for both meetings:

Webinar topic: Meeting of the Secretaries General of the European Union Parliaments

Date and time: Monday, Feb 6, 2023, 8:00 am | (UTC+01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague

Link for the videoconference of the Secretaries General/Troika meeting on February 6, 2023:

<https://kancelarsenatu.webex.com/kancelarsenatu-en/j.php?MTID=md265639906810007913e5ab9d5dbe1b6>

Webinar number:

2733 850 9503

Password – only for Panellist and Interpreters:

Praha2023 (77242202 from phones and video systems)

Join by video system

Dial [27338509503@kancelarsenatu.webex.com](tel:27338509503)

You can also dial 62.109.219.4 and enter your meeting number.

Join by phone

+420-22529-6924 Czech Republic Toll

Access code: 273 385 09503



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 use the following contact:

CONTACT DETAILS FOR TECHNICAL ISSUES

Mr Petr Herold

Head of Audiovisual Support Unit

E-mail: heroldp@senat.cz

Mobile : +420 777 174 149

You may also contact Mr Herold via WhatsApp or Telegram application.