

EIB Group Transparency Policy public consultation webinar

Wednesday 10 February 2021
10:00-12.30 (CET)

Participant's guide

1. Join the event

You can join the event directly using following link specific for attendees:

<https://eib-videoconference.webex.com/eib-videoconference/onstage/g.php?MTID=e2902f4ebab569920ff91be0fb71e5761>

Once you click on the link, the following window appears:

This window will appear:

Event status:	Started (Register)
Date and time:	Tuesday, June 23, 2020 2:15 pm Europe Summer Time (Brussels, GMT+02:00) Change time zone
Duration:	1 hour
Description:	

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name:	<input type="text" value="Jane"/>
Last name:	<input type="text" value="Doe"/>
Email address:	<input type="text" value="j.doe@eib.org"/>
Event password:	<input type="text" value=""/>

[Join Now](#)

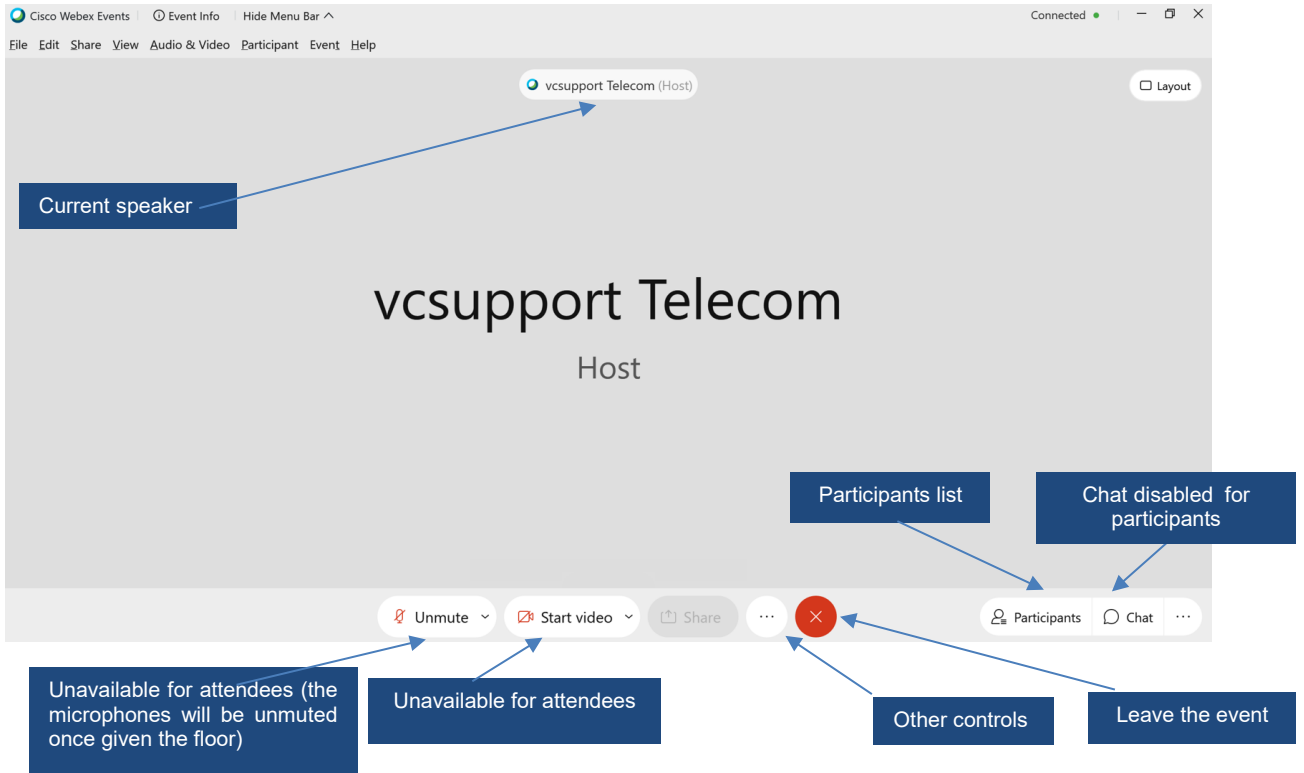
[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

[Register](#)

Notice that the password of the event is prefilled. Therefore, you do not need to type it. Insert your first name, your last name and your email address. **Please insert the name of your organisation between brackets after your last name.** Then click on blue button Join Now. You will be able to join the event by using either the Webex application or your browser. In both cases, you will have the same access to the event.

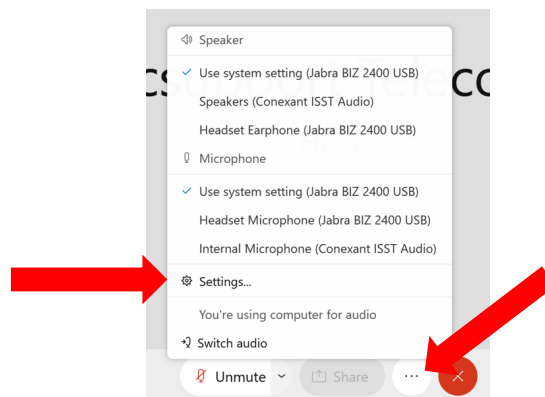
2. Getting your settings right (sound, video, screen display)



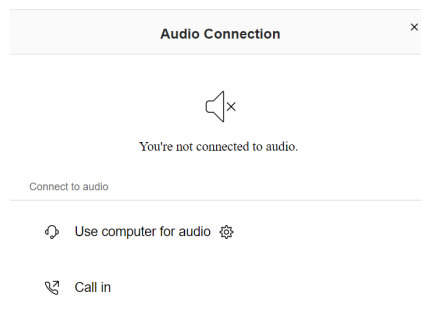
Make sure that your audio and video are working correctly.

When the event window opens, the first thing to do is to configure the audio.

Please click on the "... " button to access the audio settings.



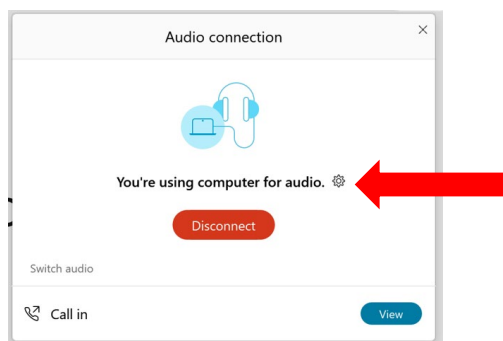
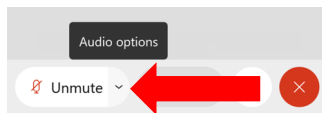
This windows will open:



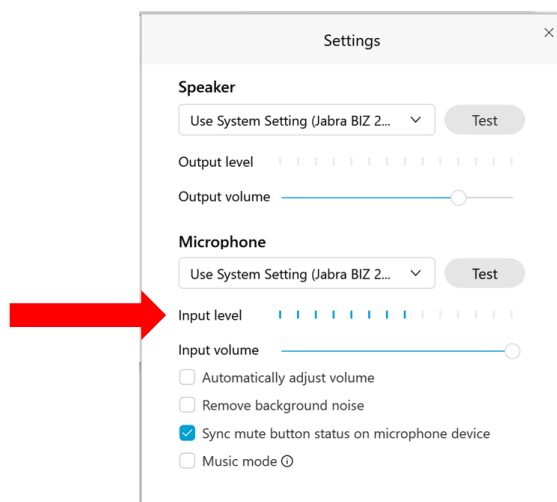
Then, click on “Use your computer for audio”, the browser will ask you to allow the access to the microphone. Select “Allow”.

If you are connected, the event has started, but you do not hear anyone talking, then you may have to change the audio settings.

To change the settings, click on the button “Audio options”, then “Audio settings”.



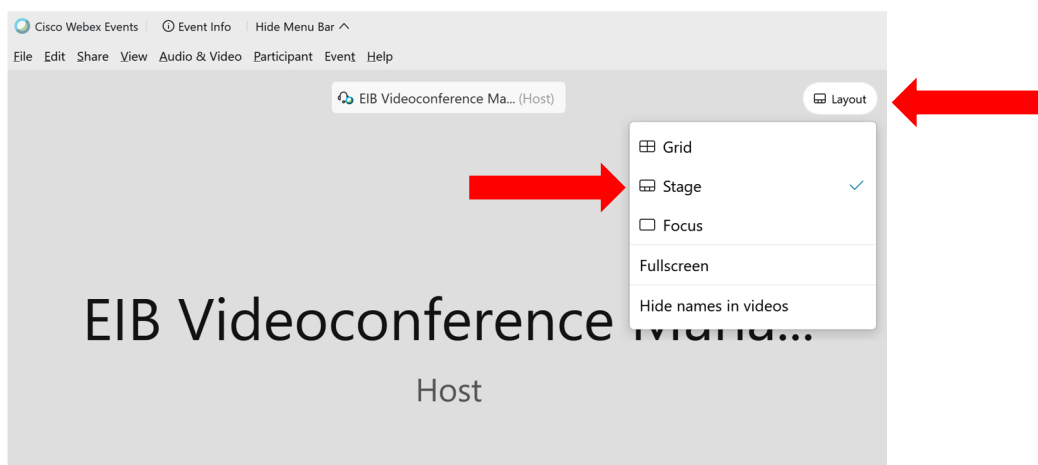
If you speak or click “test”, the bars will move, meaning that the output or input device is working.



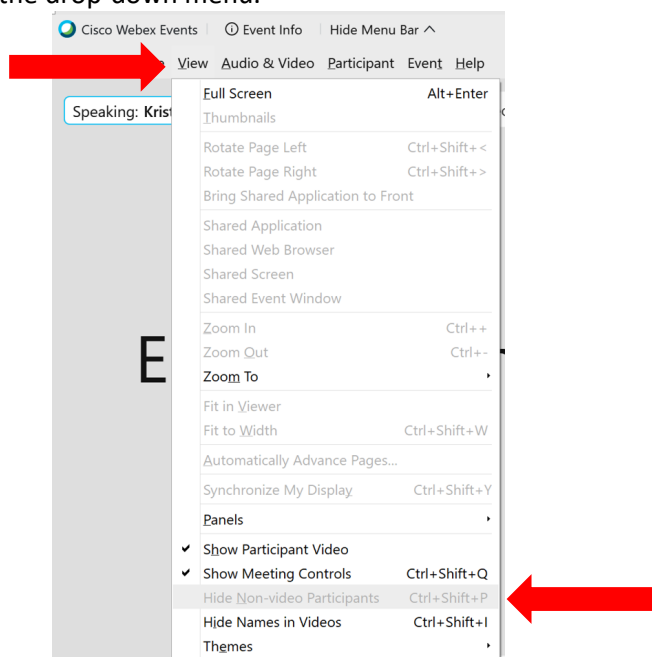
At the start of the event, your microphone will be muted by default.

Having the best visual experience

In order for you to have the best visual experience, we invite you select the layout called “stage” as in the screenshot below.



In addition, you can also click on “View” in the bar menu at the top of your screen and select “Hide Non-Video Participants” in the drop-down menu.



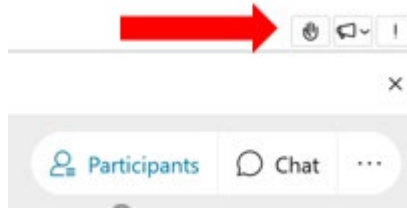
3. Taking part in the conversation

We invite all participants to take an active part in the conversation. You can participate by asking to speak or by submitting a written question.

Asking to speak: “raising your hand”

In order for the moderator/host to see that you want to speak and to give you the floor, you need to “raise your hand”.

You can raise your hand by clicking on the hand icon at the bottom right of the “Participants box” as shown below. **Please remember to put your hand down, by clicking the same button again, if you no longer wish to speak.**



The host will read out your name before giving you the floor and will activate and deactivate your microphone remotely.

Please remember to “lower your hand” once you have been given the floor.

4. Submitting a written question – SLIDO

Unfortunately, Webex does not allow participants to see all written questions and vote on their relevance, therefore the EIB has chosen to use Slido for this event.

It can be accessed either via your mobile device or your PC and does not require a login, but you will be asked to insert your name.

You can access our Slido event in two ways:

- Go to <https://app.sli.do/event/kh6nc20d>, or
- Go to <https://www.sli.do/> and enter the event code **M448**

You can “like” other people’s questions and comments to give them priority in the discussion.

