

## Conference Guidelines

Due to the Corona virus pandemic, the Presidency Conference originally planned as an in-person event, is taking place in an online format, a trend that has lately become mainstream. And while we all have mastered the art of organizing and attending conferences and networking our way through them, 2020 has given us the possibility to take an intensive learning course on video conference calls. In the following lines, we would like to offer a general understanding of the process of the online Presidency Conference, the rules for a positive experience for all participants, and tips and tricks for your best virtual event experience.

### Process of the digital conference

To secure a good quality of image and sound, as well as providing a more conference feeling to participants, a broadcasting studio will be set up in Frankfurt, Germany. Moderators, Keynote speakers, and institutional representatives will be in the studio interacting as in a presence conference and following all safety and hygiene measures.

Moderators and speakers will be supported by professional equipment and a production team that will secure the smooth progression of the conference. **A troubleshooting team will also be available to fix any inconvenience participants might have with the system during the transmission**, so feel free to [contact](#) us any time.

### Registration

All persons interested in taking part in the conference should register in [here](#). Through this process, you can secure a spot in the Parallel Session of your choice. You can also register to follow the conference via livestream, which gives you access to the Keynote presentations but not to the active debates that will take place in the roundtables (breakout rooms) of the Parallel Sessions.

Also, in the registration you can subscribe to the Presidency Conference Newsletter and receive updates on the programme, information from the speakers and news from the Germany Presidency of the Council of the European Union related to sport and physical activity.

## Platforms

Zoom is well-known online conference system, with a user-friendly and intuitive dashboard and system. an open source web conferencing system designed for online learning and the principal system we would use during the online conference. Widely use worldwide in educational institutions, private businesses and public institutions, it complies with all safety, security and data protection guidelines needed for an International online event as the Presidency Conference.

The livestream will be provided by [Sportdeutschland.tv](https://www.sportdeutschland.tv), which is the largest platform for online sport streaming In Germany. This platform offers the possibility to view the conference from anywhere in the world and to even see the livestream after the event as well. The access to the livestream of Sportdeutschland.tv will be included in the conference website.

Easily and finding everything in one single site, you will be able to scroll the agenda, view the broadcast and actively participate in the conference.

## Access and Interactions

There is no need to download Zoom in advance since you can join all calls from the Browser. Nevertheless, for a better online experience we **highly suggest you download Zoom** and use the Desktop programme to join the Conference calls. You can download Zoom in here: <https://zoom.us/support/download>.

Zoom provides real-time sharing of audio, video, slides, chat and screens, offering participants the possibility to actively participate during the conference. During the Keynote presentations, participants would have the possibility to use the chat function to send questions to the speakers that would be asked by the moderator and answered for all viewers.

Other tools like polls and whiteboards will be use and available during the round table debates in which participants will have open microphones and cameras to interact with the participants of each table. Each table will have a host that will facilitate the debate and a maximum of 20 participants. For the changes between tables, the switching from one breakout room to another will be done by the production team, therefore automatically for the participants.

## Access link

If you registered as "Participate in the Online Conference", in the week before the event you will receive via e-mail the access link to the conference platform. On the day of the event, you will be able to access

the platform and follow the event with the possibility to actively participate while using all available tools: chat function, reply to instant polls and camera and microphone activation during the Parallel Session.

**When accessing the platform, you will be asked to enter a name. We kindly ask you to provide the name and last name you used in the registration.** That way we can easily find you in the list of participants and place you in the right Track and Round Table of the Parallel Session.

If you chose the option "Follow the Conference via Livestream" when registering, you will receive an e-mail with the access link to the livestream.

If by any chance you cannot attend and you missed the conference, the full event video will be available as Re-live in the website of [Sportdeutschland.tv](https://www.sportdeutschland.tv)

## Online Conference Etiquette

Video calls has been the mainstream format of communication and working in 2020. The pandemic forced us to put physical distance between us and in a short period of time, adapt to new systems and methodologies. How to behave, what to expect and how to proceed during video calls, virtual meetings and online conferences is what we would like to suggest ensuring the best possible experience for you and for all participants:

### Be prepared

Before the conference starts, make sure to check your equipment and Internet connection. It would be a pity if you miss a part of the conference because your laptop runs out of battery, or your microphone does not work properly, and you cannot contribute in the debate of the round tables.

### Make time for the event

If the Presidency Conference would have been a presence event, you would have travelled to Frankfurt and no other activity would have been in your daily planner. With the virtual conference, even though you can attend to it from the limits of your own living room, it is also recommended that you avoid multitasking during the day. Once you registered to the event, make sure to save the date and prevent the overlap of tasks.

### Check the Agenda and the Speakers

All speakers and moderators of the Conference has been carefully selected based on their expertise and knowledge in the field. The title of the conference has not been chosen randomly and the line-up of

presentations has been thought to ensure a theme progression. Make sure to check the speakers and learn more about them in [here](#).

### **Active participation**

We are aware that the feeling of a presence conference is very different to the experience during an online event. Nevertheless, the conference programme and platform has been set up in a way to provide the most dynamic and interactive experience between the broadcast studio participants in Frankfurt and the conference participants viewers remotely assisting from all over Europe. So, do not be shy and send your questions in the chat function, open your mic and camera during the round tables and take part in the networking opportunities the Presidency Conference will offer through social media channels.

### **Make good use of the breaks**

Coffee and lunch breaks are always the highlight of any event. It is the time to catch up with colleagues, network and enjoy delicacies from our host. In this occasion we suggest to actively use the breaks to stretch and move your body, rest your eyes from the screen time, and refill your coffee cup. Keep the Agenda in mind so you can be back online on time.