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## Meeting of the Chairpersons of COSAC on 14 September 2020

### Technical Information (as of 7 September 2020)

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#### Practical information on the videoconference

The meeting of COSAC Chairpersons will be held using the **web-based platform Interprefy**. It is not necessary to have a user account to join the meeting. It is possible to connect to the meeting without prior software installation. The platform allows remote participation in the meeting via various devices (computer, mobile device, telephone or video system). You can join the meeting through a browser. Please use the latest version of Google Chrome or Microsoft Edge to ensure maximum functionality. Full functionality cannot be guaranteed with other browsers, e.g. Firefox, Safari and especially Internet Explorer. If you wish to participate with a smartphone or tablet, we advise you to download and use the (free) 'Interprefy' app. However, you can also participate on these devices through a browser.

The videoconference's technical quality depends largely on the terminal devices used and a stable Internet connection (with an Ethernet cable if possible). We therefore recommend that you connect with the conference from a room equipped with suitable conference technology, for example in your parliament. We recommend using a headset to ensure good sound quality (please do not use Bluetooth Earpods or similar). If the Internet connection is not of sufficient quality to ensure clear, interference-free speech transmission, it will not be possible to provide interpretation for your comments.

In order to resolve any access difficulties or other technical problems before the conference, **an open access test** will take place on **Friday, 11 September 2020 between 09.00 a.m. and 12.00 a.m.** You will receive your access data for this test on 9 September at the e-mail address you provided during registration. This access test can be carried out at working level, but should definitely be conducted under the conditions that will be used for the conference (location, Internet connection, devices used). You can connect at any point during the time-slot indicated above.

#### Participation/access to the videoconference

All registered participants will receive the access data with a separate e-mail on the morning of 11 September 2020; it will be sent to the e-mail address indicated when registering.

The various steps for access to the videoconference are described in the attached document "Quick Manual Interprefy".

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Please connect at least **15 minutes before the start** of the conference.

Please structure your **login name** as follows:

- **First and last name,**
- **name of your parliament/chamber,**
- **two-letter country code/country abbreviation in English**

Each **participant's video camera and microphone will only be activated with their approval**. Staff members cannot participate with an activated video camera and microphone.

### **Requests for the floor**

In order to ensure that there is scope for spontaneous requests for the floor and to allow for lively discussions, we do not intend to register requests for the floor before the conference. Requests for the floor can only be registered during the conference, namely during the introductory presentations by the keynote speakers. In order to register your request for the floor, please send a message to that effect in the **“Request the Floor” chat**. The “Request the Floor” chat is a two-way channel between you and the Presidency and is not public. Delegates may submit requests for the floor in the chat themselves or have a staff member submit the request on their behalf. We advise delegates to obtain assistance from a staff member when submitting a request for the floor.

Requests for the floor must contain the following information:

1. The **name of the representative** from your parliament/chamber who wishes to speak,
2. **Your parliament/chamber,** and
3. **Your two-letter country code/country abbreviation**

Speakers will be given the floor in the order in which requests for the floor are received. The list of speakers will be compiled during the keynote speaker's introduction to the agenda item in question.

In order to allow as many delegates as possible to speak, we would ask you to **limit your speaking time to 1:30 minutes if possible**, however **not to speak for more than 2 minutes**. In addition, we would like to ask that as far as possible only **one delegate from each country speaks per agenda item**.

Speaking time may be adjusted according to the number of requests for the floor.

Priority will be given to representatives from parliaments/chambers of the Member States. Due to the exceptional format of the meeting as a video conference and the resulting limited time available, observers and special guests will only be given the floor if the time schedule permits.

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### **Languages**

The Presidency will arrange simultaneous interpretation in English, French and German. Unfortunately, it is not possible to add further channels centrally for additional interpreters from your country. If you wish to have interpretation into your respective language, we kindly ask that you make your own arrangements, i.e. using interpreters at your location to interpret for you individually, and, if necessary, making your own independent arrangements for technical integration of these interpreters.

All comments by delegates must be made in English, French or German.

### **Technical assistance**

A contact person in the “**Technical Support**” chat will be available during the conference to answer technical questions and provide advice. This allows all participants to ask questions in a two-way, not public chat channel.

A telephone hotline will also be available under **+49 151 4221 8053**.

### **Public chat**

The general public chat function is disabled.

### **Conference documents and welcome pack**

You will receive the conference documents by e-mail. They will also be made available at [www.parleu2020.de](http://www.parleu2020.de), the website of the Parliamentary Dimension of the German EU Council Presidency.

We will also send you a welcome package by post. If you provided your own shipping address during the accreditation process, the package will be sent to this address. Otherwise it will be sent to your parliament's address.

### **Internet broadcast of the videoconference**

The videoconference will be live-streamed on the website [www.parleu2020.de](http://www.parleu2020.de) and be made available on the parleu2020de YouTube channel.

### **Privacy policy**

By participating, 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 Federal Republic of Germany, represented by the German Bundestag and the Bundesrat. In particular, this includes the transferable right to copy, disseminate, send, reproduce and make

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available publically, and use these photos and videos in any form currently known or as yet unknown, including in edited form.

**Contact**

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