



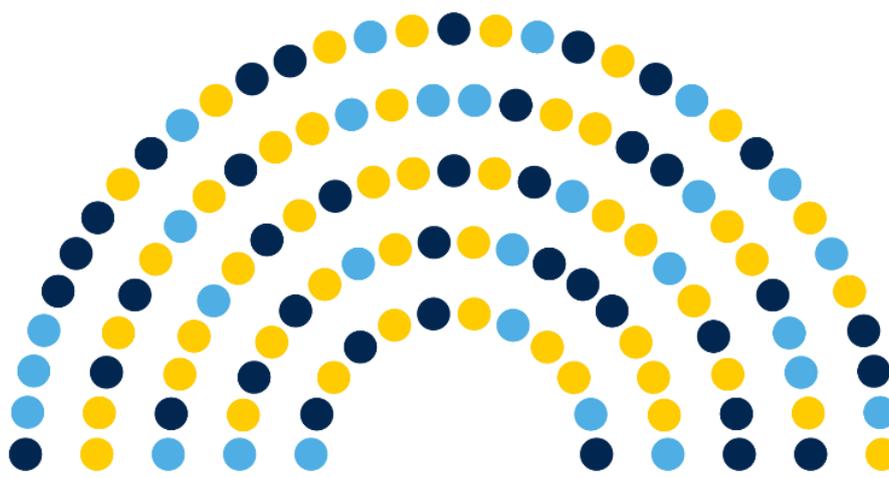
2021PORTUGAL.EU
Parliamentary Dimension

General Information

COSAC Chairpersons' Meeting

11 January 2020

Portugal



Meeting format

Due to current restrictions associated with the COVID-19 pandemic, the meeting of the Chairpersons of the Conference of Parliamentary Committees for Union Affairs of Parliaments of the European Union (COSAC) will be held remotely.

Registration

An online registration system has been implemented for all meetings related to the parliamentary dimension of the Portuguese Presidency of the Council of the EU. Please register via the hyperlink provided in the invitation email.

Each participant is kindly requested to fill out the online registration form by **4 January 2021**.

Videoconference information



The meeting will be held using the remote videoconference and interpretation web-based platform *Interactio*. You can join the conference without having to install any software in advance. Please use the latest version of **Google Chrome** or **Safari** to ensure maximum functionality.

The videoconference's technical quality depends largely on **the terminal devices used and on a stable, wired, Internet connection**. Please be aware that the **proper interpretation of your contribution will depend on these two factors**.



We ask that you log in to the conference from a room equipped with suitable technology and a wired connection, for example, in your parliament. If that is not possible and you wish to take the floor, we strongly recommend that you use a headset with a built-in microphone.

Taking the floor using other devices might compromise a clear, interference-free **speech transmission and interpretation**.

The platform distinguishes between **active participants**, who can take the floor during the meeting, and **viewers**, who can follow the meeting but cannot take the floor. Members of Parliament should use the **Participant** link. Staff and other viewers should use the **Viewer** link.

When connecting to the platform, be sure to **fill out your first and last name** as provided in the list of participants. If you are in your parliament, sharing a connection with other delegates, we ask that you use a two-letter country code/country abbreviation (in English) as your first name and delegation as your last name (ex. **PT delegation**).

An open access **test** to the *Interactio* platform will take place on **5 January 2021 between 15h00 p.m. and 17h00 p.m.** (CET). You will receive your access data by email. This access test should be conducted under the conditions that will be used for the conference (location, Internet connection, devices used, etc.). You will be able to connect to the test at any point during the time slot mentioned above.

On the **day of the Conference**, please **connect to the meeting 45 minutes before** the beginning of the proceedings. This will allow ample time to address any last-minute technical issues.

Online broadcasting of the videoconference

The videoconference will be broadcast live on the <https://parleu2021.parlamento.pt> website and will subsequently be made available on the ParLEU2021 YouTube and Facebook channels.

Languages / Interpretation

Simultaneous interpretation will be provided in **English, French and Portuguese** for the COSAC Chairpersons' Meeting, on 11 January, and for the Meeting of the Presidential Troika, on 7 January. To listen to the interpretation in your preferred language, please click on the **Audio Channel Selector button**.

Interpretation for other languages can be provided on a cost-sharing basis, with interpreters provided by *Interactio*. Additionally, and as an alternative for those Parliaments/Chambers who wish to use their own remote interpreters, a limited number of *Interactio* interpreter desks can be made available on a first-come, first-served basis.

Please inform the organisers of the need for additional interpreters by **28 December 2020** at the latest.

Requests for the floor

Technical restrictions applicable to remote meetings make it difficult to accommodate a large number of spontaneous requests for the floor during the course of the meeting. Therefore, we kindly invite you to **pre-register to take the floor** by emailing COSAC-parleu2021@ar.parlamento.pt with the following information:

- Your name
- The point(s) on the agenda you would like to take the floor on
- Your preferred language

Please submit your requests by **4 January 2021**.

Depending on the number of pre-registrations, and in order to encourage a lively debate, you are also welcome to request the floor during the introductory remarks of Keynote speakers by sending a message in *Interactio's chat* channel. Requests for the floor must contain the following information:

- Your last name
- Your parliament/chamber
- Your two-letter country code/country abbreviation
- Your preferred language

(ex. Silva, Assembleia da República, PT, EN)

In general, speakers will be given the floor in the order in which their requests are received. In order to respect the timetable of the meeting's programme, we cannot guarantee that all requests will be accommodated.

Taking the floor

1. Once your name is called, press the **“RAISE HAND”** button.
2. **Wait** until the **“SPEAK”** button begins to glow **blue**.
3. Once blue, **press the “SPEAK” button** to begin speaking.
4. The **“SPEAK” button will turn red**. This indicates that you are currently LIVE and streaming.
5. Press the **“SPEAK” button** again once you have concluded speaking.

Conference documents

Conference documents are sent by email and will also be made available at <https://parleu2021.parlamento.pt>

Privacy notice

By registering as a conference 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 Portuguese Republic, represented by the Portuguese Parliament. This includes the transferable right to copy, disseminate, send, reproduce, and make publicly available in any format, including its use in edited an form.

Contact details

Email: COSAC-parleu2021@ar.parlamento.pt

Site: <https://parleu2021.parlamento.pt>

Support Hotline (tel. and WhatsApp): +351 910254167 / +351 910410323
(available 1-hour prior and during the meeting)

