

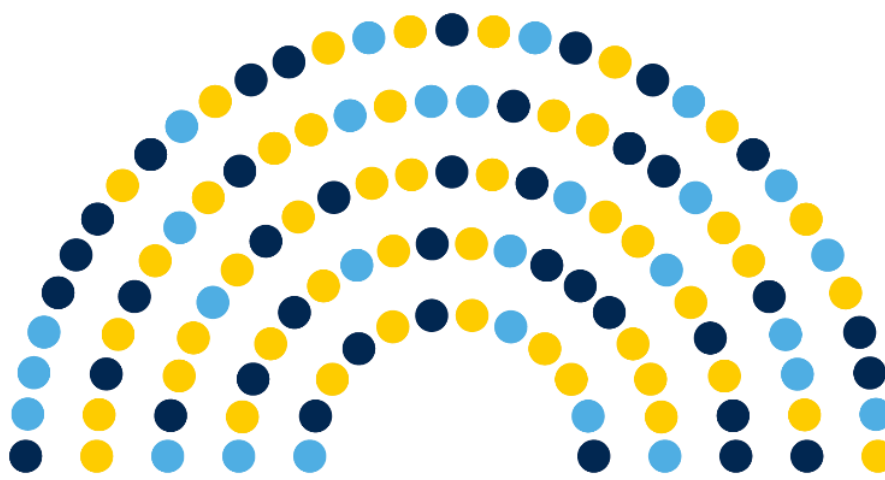


**2021PORTUGAL.EU**  
Parliamentary Dimension

## Technical Information

**Inter-parliamentary Conference for  
the Common Foreign and Security Policy and  
the Common Security and Defence Policy**

**3-4 March 2021  
Portugal**



## Meeting format

Due to current restrictions associated with the COVID-19 pandemic, the Conference for the Common Foreign and Security Policy and the Common Security and Defence Policy 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 **24 February 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 **Microsoft Edge** 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**.

Once you connect to the platform, remember to give your browser the appropriate **permissions** to use all communication devices (microphone and camera). It is also recommended that you perform the **system verification test** provided by the *Interactio* platform before joining the meeting.

Should you experience any technical difficulties, we suggest you **contact the IT department of your Parliament** in order to verify your connection and PC performance. If the difficulty persists, you are welcome to contact our **technical support team**. Please see details at the end of this document.

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 you to 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 **1 March 2021 between 13h00 and 16h00 (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 meeting**, please **connect to the meeting 45 minutes before** the beginning of the proceedings. This will allow enough 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**. 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 **18 February 2021** 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**. You can do so through the online registration form (until 24 February) or by emailing [cfspcsdp-parleu2021@ar.parlamento.pt](mailto:cfspcsdp-parleu2021@ar.parlamento.pt) (until 1 March) with the following information:

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

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> and at the [IPEX](#) site.

### 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 form.

### Contact details

Email: [cfspcsdp-parleu2021@ar.parlamento.pt](mailto:cfspcsdp-parleu2021@ar.parlamento.pt)

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

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

