



Information Session on the implementation of the Transparency Regulation CLEFSA

(Climate change as a driver of emerging risks for food and feed
safety, plant, animal health and nutritional quality)

8 October 2020

Practical Information for Attendees

Virtual platform

You will be joining this meeting via **Cisco WebEx**: a platform widely used for attending virtual meetings. In order for you to be able to have a best viewing and speaker experience, please refer to the points below

How to connect?

Please use the link included in the invitation message you **received via email** to access the landing page of the virtual meeting.

The landing page will feature the programme of the meeting with a link to access the virtual meeting rooms.

Please note that the connection links are personalised, therefore you are kindly asked to **not share your link with others**.

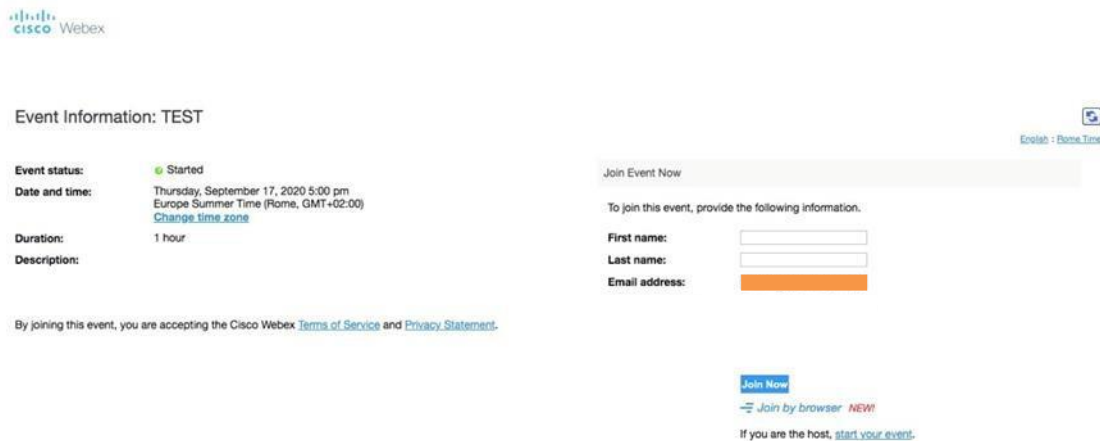
Please **connect 5-10 minutes before** the start of the session to check such requirements.

It is advisable that you check your system requirement in due time before the meeting starts, to speed up your access to the virtual room.



If you cannot install the .exe file for any reason (e.g. you have no admin rights), please wait a few seconds until the browser (most recommended are Google Chrome or Mozilla Firefox) shows you a message asking you to "join via browser".

Upon logging in to enter the virtual meeting, you will be required to register yourself.



Kindly note that the first name and last name you indicate will be displayed during the meeting. We recommend you to use the following format for your display name:

First Name – Last Name + Organisation

NB: although it is preferable to use the full name of your organisation, please use the acronym if the full name is very long.

E.g. John Smith – European Commission

First Name: John

Last Name: Smith - EC

What is the recommended browser to use?

Google Chrome is the best choice. If unavailable, please try Mozilla Firefox, Edge, or Safari.



How to connect via phone?

You can join a WebEx meeting also from your smartphone if you have downloaded the WebEx application and have a WebEx account. After logging in, you shall swipe left to see the page dedicated to your virtual conferences, which is called "My Meetings". Tap Join on the meeting entry. Enter the meeting number, Personal Room URL, or host's username, and then tap Join.

What can you do if your system is not able to launch the platform?

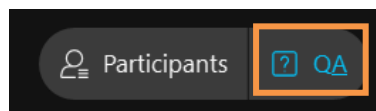
The virtual platform should work on any Windows or MacOS based system. It is also recommended to connect to the meeting using your computer's operating system. If you use a **Remote Desktop** solution linked to your organisation, please **disconnect from it** before entering the meeting.

Internet connection and speed

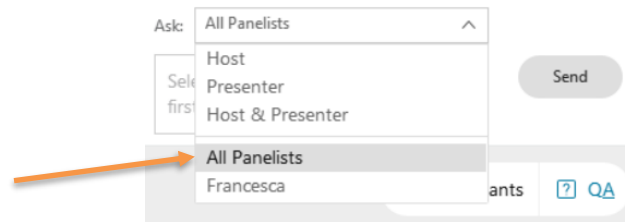
Please make sure you have a **good and stable Internet connection** (minimum recommended connection speed: 10Mbps).

How can I ask a question to the speakers?

By clicking on the three dots that you see displayed at the bottom right corner of your interface, you will be able to ask questions to the speakers via the Q&A feature.



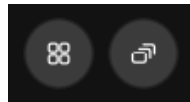
Please make sure that all panellists can see the questions, **as the ones asked privately will not be answered**. To make sure that all panellists will see the questions, please pose them as indicated below:



Interface

Using the application's controls at the **right top angle of it**, you can change the **layout** of your interface. You can switch choose between:

- Everyone
- The speaker
- Hide webcams (the software will show only the presentation, if active)



Poll systems

Every time a poll is launched, you will see a pop-up window appearing in place of the chat box. The pop-up window will display the item for decision alongside possible voting options.

To cast your vote, click both the option you want to express and the "submit answer" button. This way, your answer will be registered. Results will be displayed real-time and after the poll will be closed.

Virtual breaks

You are kindly asked **not to exit** the meeting, even when there is a virtual break.



Leaving the Meeting

Once the meeting is concluded, or if you simply want to leave the meeting, you can **press the button located at the bottom right** of your interface. Press the “Leave Meeting” (the “X” button) button and wait up until the window gets automatically closed.



Contact details for technical support

In case you need technical assistance for this meeting, please contact the following: **events@efsa.europa.eu**.