



# P4R VIRTUAL NETWORKING DAYS

## TECHNICAL GUIDANCE FOR PARTICIPANTS

The P4R Virtual Networking Days (VNDs) will use the videoconferencing platform MS Teams.

### PREPARATION

**Agenda:** Attached to this email is the agenda for the VNDs. We encourage you to have a look at it before the registration, since you will be asked to indicate the webinars you wish to participate in as part of the registration process. Also, you could already start thinking about what you want to know from our expert speakers, this way the discussions can be even more fruitful for everyone!

**Registration:** With this email, you also received a registration link. If you wish to participate in the VNDs, please fill in the registration form **before May 2<sup>nd</sup>**! We will send out the invitations, including the links to join the webinars, once the registration period is over. Please refrain from forwarding the link to your colleagues and rather kindly ask them to fill in the registration form as well.

**Sharing information:** Based on past experiences, we know how eager all of you are to not only participate in our interactive discussions, but also to share further information via links, PDFs, etc. We highly appreciate this invaluable input, and therefore want to prevent that it might get overlooked. This is why we kindly ask you to send us additional information of any kind via email to [partnersforreview@giz.de](mailto:partnersforreview@giz.de) before, during or shortly after the VNDs, rather than posting it in the webinar chat. This way, we can pool and group them and then send them to all the participants via email once the VNDs are over, so that no knowledge gets lost!

**Technical difficulties:** If you face any difficulties throughout the registration process or when attempting to join the webinar, do not hesitate to contact us: [partnersforreview@giz.de](mailto:partnersforreview@giz.de)



## JOINING A WEBINAR

We kindly ask you to join the meeting 10 minutes in advance to test your internet connection.

**Joining via Browser:** You do not have MS Teams installed? No worries! Participating in an MS Teams Meeting works smoothly in your browser, just click on the link to the Webinar that we sent you via email and then enter your name. We kindly ask you to type in your full name and – if the space allows – your organization or country. You are muted by default, but please make sure to deactivate your camera and then click on ‘Join now’, which will immediately direct you into the Webinar.

**Joining via MS Teams:** Your company already uses MS Teams? Then just click on the Webinar link that we sent you via email, make sure to deactivate your camera and microphone and click on ‘Join now’, which will immediately direct you into the Webinar.

## DURING A WEBINAR



### Camera and microphone:

Please keep your microphone and camera deactivated.



### Chat:

Please only use the chat for questions, technical difficulties or if you wish to speak (we will then inform you when you have the floor). As indicated above under ‘Sharing information’, if you wish to share further information via links or PDFs, please do not do so through the chat but rather send these to us via email and we will then share them with everyone in a pooled way.



### Interventions:

Once you have the floor, please unmute yourself and indicate your name, followed by your organization/country, before starting your intervention. We encourage you to activate your camera when speaking, so that the Webinar will be even more interactive! Just remember to deactivate it again when you are finished. Also, please make sure that you are sitting in adequate lighting when sharing your video and that your background is not too distracting.



### Recording:

Please note that we will record all our Webinars. In case you do not wish to be featured in the recording, please refrain from speaking or activating your camera.

