TECHNICAL GUIDELINES
Online Launch of the EASO Asylum Report 2020
Thursday, 25 June 2020, 10.00-11:30 CET

The event will be hosted via WebEx Events online platform

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Step 1: **Registering for the meeting**	In order to register for the meeting, please follow this link: https://ec.europa.eu/eusurvey/runner/EASO_AR_Launch_2020_ONLINE_REGISTRATION Please introduce all the details allowing us to send you the URL link needed to join EASO's virtual launch of the Asylum Report 2020.
Step 2: Testing settings and installing plug-in	The meeting will be organised via the Webex system. If you have not used Webex recently, please visit the Webex Setup page to test your settings beforehand. You do not have to input your email address. You should be able to install Webex even without administrator's rights, especially if you use Chrome or Firefox. The browser plug-in help page is available here. Following these instructions, users should be able to install the plug-in without any issues. For optimum meeting experience, use a tablet with the Webex app, a laptop (usually they have integrated audio and video), or a computer with a webcam and speakers. Using a tablet will offer you a very good meeting experience and it is very easy to use. It is also easier to receive and transmit proper audio and video quality. If you are new to Webex, or have previously experienced issues, please study this Webex User Guide, which is constantly updated.
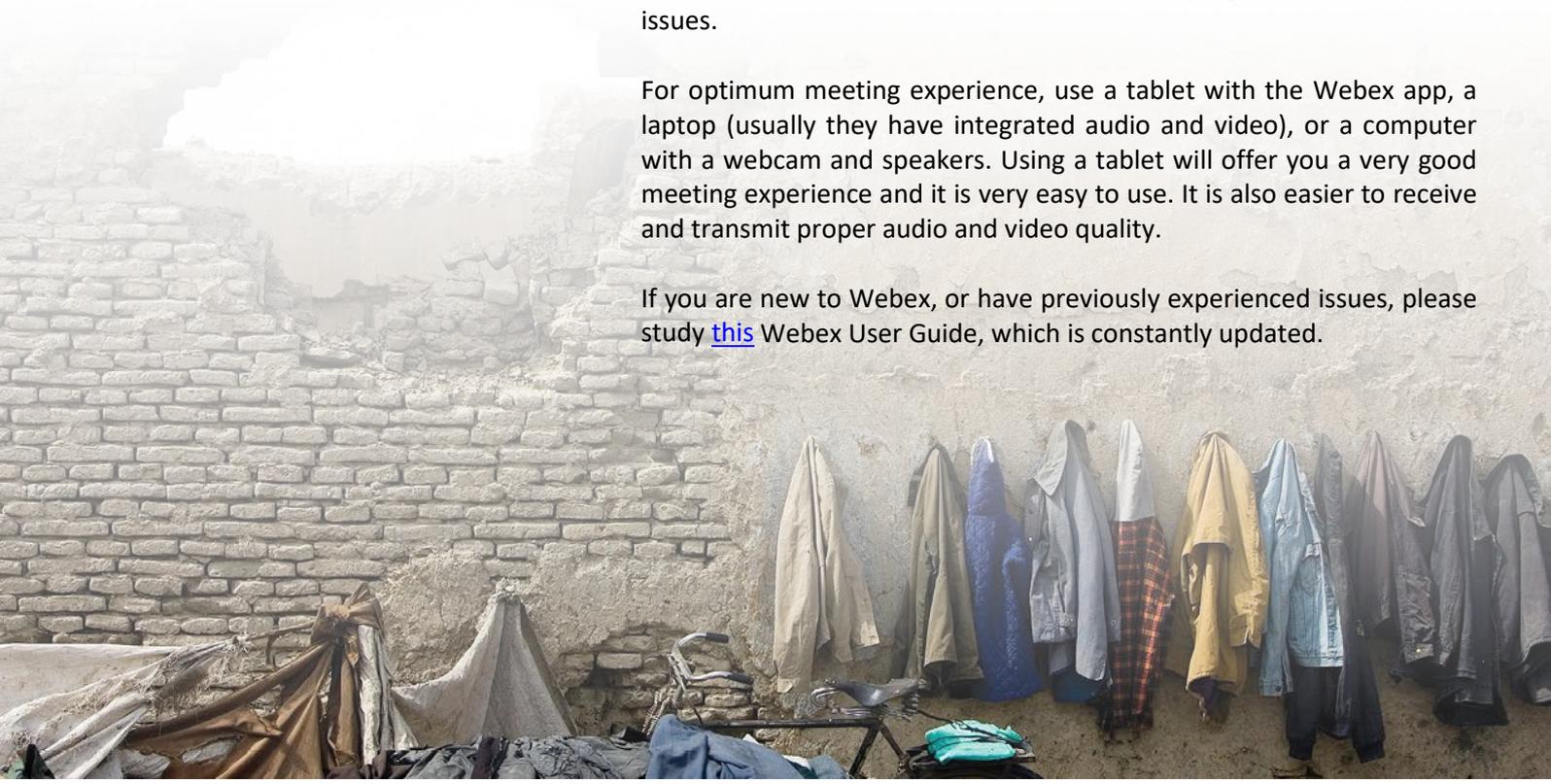
Step 3:
Joining the meeting on 25
June starting 09:30

After registering for the online meeting, a few days prior to the event you will receive an email invite directly from WebEx events with a URL link to join the event. The email will contain the event password and instructions for joining the event.

A Video conferencing virtual room will be open starting 09:30. You are kindly asked to connect at the latest by 09:45 in order to allow for the solving of any technical difficulties in case they arise.

Support will be available for those who have problems to connect.

Please call +356 99256859 or +356 99922351, or send an email to info@easo.europa.eu.

1. **Join from a computer (most commonly used method)**
    Access the Webex URL link sent on your email, insert the Meeting Number **that you received** and click **Join.** If prompted, please enter your full name and email address and Join Meeting.

    While joining from a computer, please do not forget to install the plug-in without any issues, following the step described at Step 2.
    Note that you will need administrative privileges to install the client. After installation, simply insert the meeting ID and password to connect. Upon connecting, insert your name and join the meeting. You should then connect the preferred audio and video devices of your equipment.

2. **Join using a smartphone or tablet (highly recommended)**
    Download the Webex app from your application store (in Apple store, the app for Apple iPhones and iPads and on the Google Play, for Android devices).

    Open the application. You don't need to sign in, just select "Join Meeting" and enter the meeting number **that you have received** and your name & email.
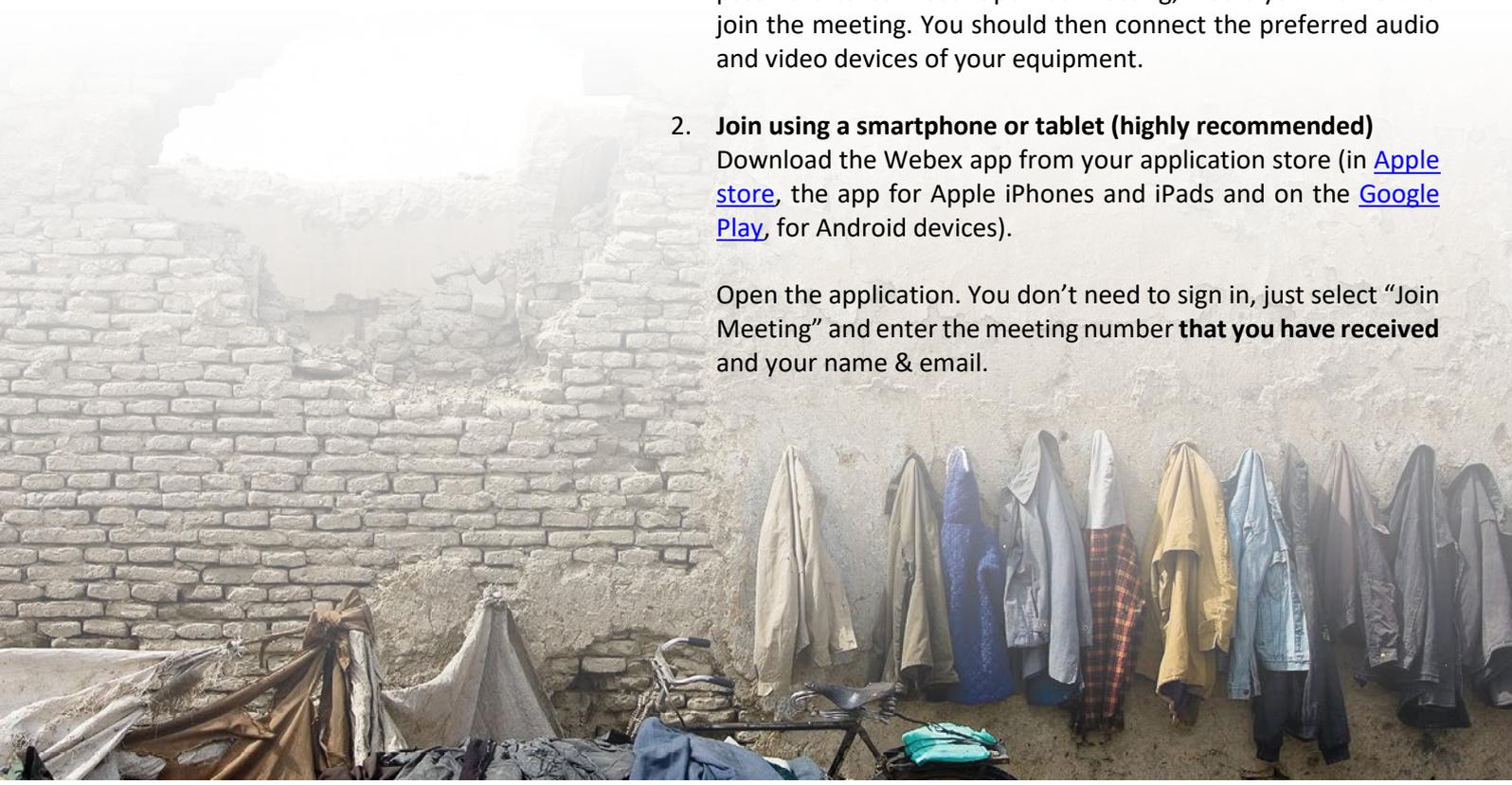
Step 4:
Testing the platform on Tuesday, 23 June starting 10:00, two days prior to the actual event

Testing the platform on Tuesday, 23 June starting 10:00.

In order to make sure that all the participants have excellent access to the virtual launch of EASO Asylum Report 2020, hosted by Webex Events, after registering you will also receive a URL link for this test launch.

Please support this initiative aiming at ensuring a technically smooth live event.

Step 5:
EASO Webex Virtual Meeting Room Organization

Moderator: EASO meeting moderator will introduce the event and the agenda, will introduce and manage the floor, and will coordinate the Q&A session.
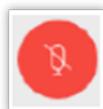
Participating in the meeting: When joining the meeting, the system will automatically mute you. Please make sure that you are muted whenever you do not have the floor, to avoid echo sounds. When the microphone is muted, it will appear in a red colour on your application.

Asking for the floor
Should you wish to take the floor, please use the "raise hand" function. If still not possible, send an email to the meeting assistant that is identified from the start.

For efficiency purposes, and taken into consideration the potential high number of participants, we rely on your understanding regarding the disabling of the chat function, and also of the camera.