

# Technical guide for participation for the International final conference of the EU project Marburg without intimate partner violence

## General Information

You have registered for digital participation for this event with your email. In this guide you'll find tips to facilitate your attendance.

Here are the needed information on the meeting and the meeting-link that you should have already received via mail

### **Meeting-Link:**

<https://marburg.webex.com/marburg/j.php?MTID=meb603817952addae4de3b7cc8fab02de>

**Meeting-Code: 2741 868 6636**

**Password: MRoP2021**

The meeting will start at 10:00 sharp, but it will be open from 9:30. We suggest that you log into the meeting so that you have time to sort out any technical issues that may arise.

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## Technical guide for Video-Meeting on Webex-Meetings

*To ensure an optimal dialogue within the Cisco Webex Meeting, please follow these instructions*

### **Technical requirements for participation in a WebEx video conference:**

- Participation is possible with PC or laptop, smartphone, or tablet.
- Make sure that you are using a stable internet connection and that your end device has access to it.
- Ensure sufficient power supply for your device (power cable or charged battery).

### **Note for PC/laptop users:**

After clicking on the access link, you may be asked to install an application. You are welcome to do so, but you do not have to.

If you do not want/are not allowed to install an application, close the corresponding note and click on: "Join via your browser."

### **Note for smartphone/tablet users:**

To participate using a smartphone/tablet, please install the Cisco Webex Meetings app. You will be prompted to do so after accessing the access link on your device. Unfortunately, participation via the browser is currently not possible on mobile devices.

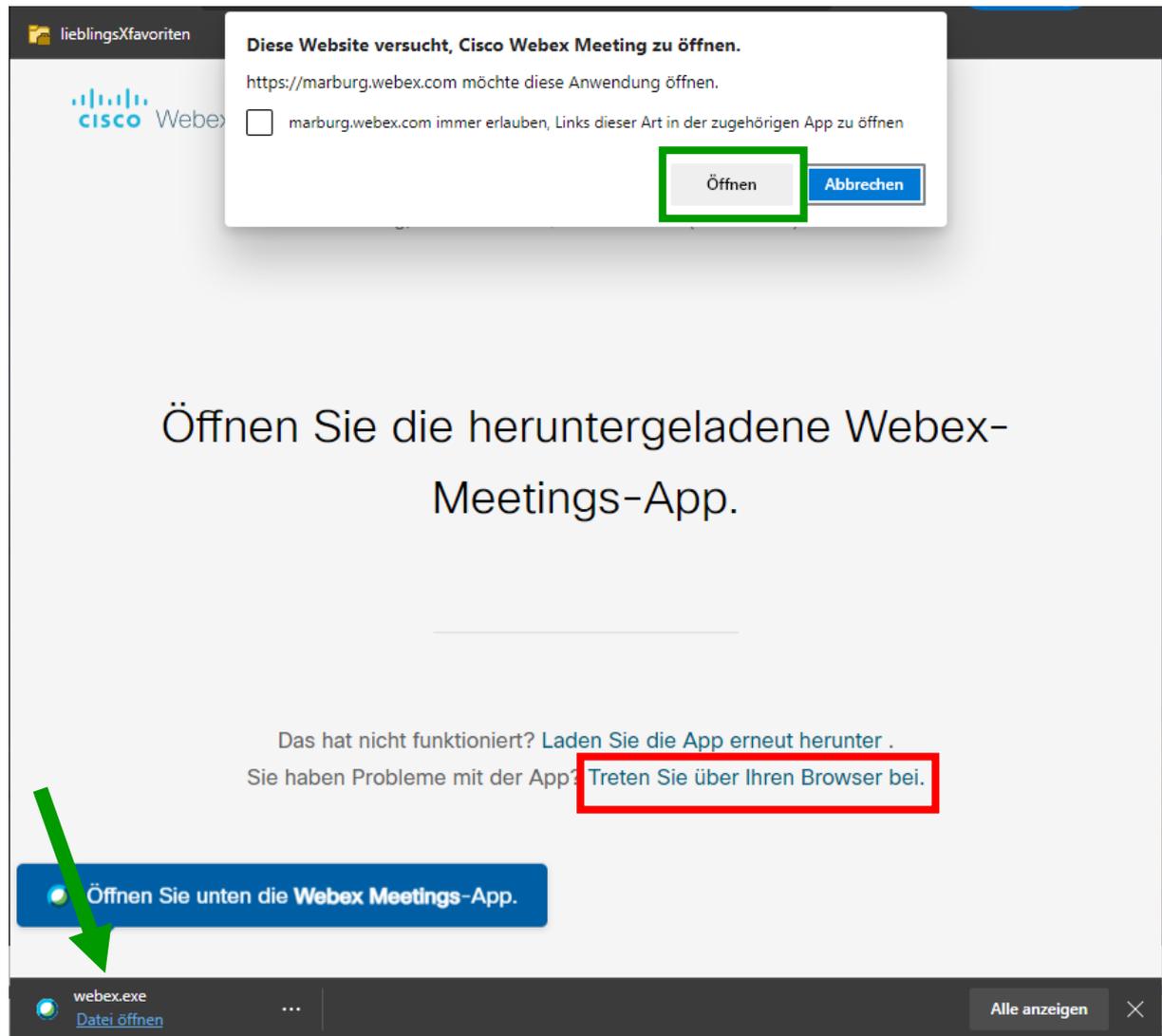
## Joining the conference

- Click on the link in this guide or in your invitation mail
- Now you can either join using the Webex-Meetings application or join via your browser

### Joining via the **WebEx Meetings application**:

- If you have not yet installed the application, you can do so by executing the automatically downloaded file now. To do this, open "**webex.exe**" (**green arrow**).
- If you have installed the WebEx Meetings application on your PC/laptop, click **Open (green box)**.

If you do not have an application installed and instead want to join via your browser, click **Join via your browser (Red box)**



- Please fill in your full name and email and type in the password you received via email (or look it up at the beginning of this guide)
- Now you're joined the meeting
- Geben Sie bitte Ihren vollständigen Namen sowie Ihre E-Mail-Adresse und das Passwort aus der E-Mail an. Nun sind sie der Konferenz beigetreten

## Video settings and view

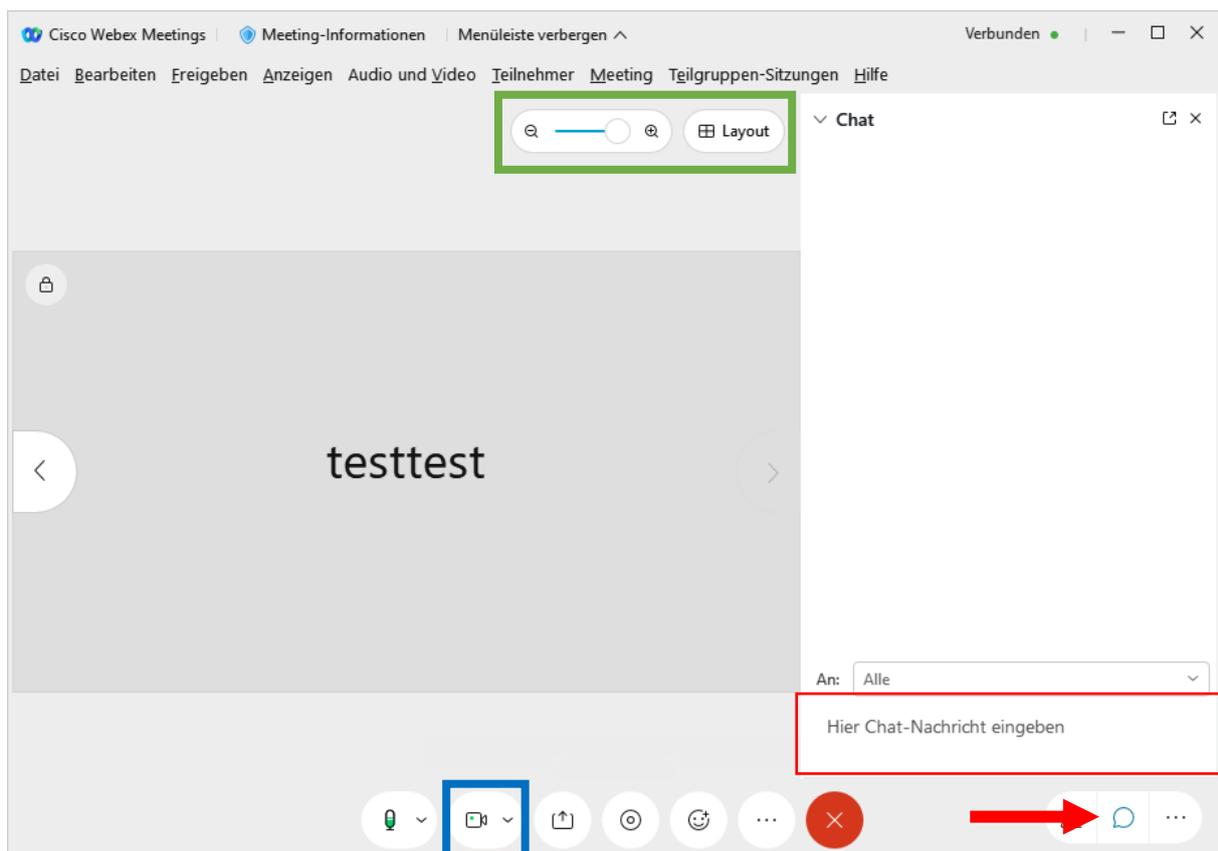
You can activate or deactivate your video according to your own comfort. Do to this, use the button with the **camera symbol**.

In order to follow the conference in a focused manner, we recommend setting the view to "Grid" under **Layout** and moving the **zoom slider all the way to the right**.

## You want to participate?

Unfortunately, it is not possible to contribute to this event if you are participating digitally. You are welcome to post your questions and contributions to the discussion in the chat and you will then be brought in via the moderation.

You can open the chat by clicking on the **speech bubble icon**. Type your question or comment in the **input box**. Your chat messages are visible to all other participants.



## Accessing the english translation

You can listen to the conference in English by accessing the simultaneous translation. To do this you will need a phone to dial into a conference call. Use one of the numbers of your respective country and enter the code „**2743 537 0788**“ to dial into the translation. If done correctly, you will hear the English translation on your phone while you watch the conference via your PC/Laptop or mobile device.

Germany	Romania	France
+49-619-6781-9736	+40-31-1305-284	+33-1851-48835
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***We wish you a pleasant and an interesting conference!***