

Netiquette for digital meetings

To ensure a smooth process, we have compiled the following tips to make it easier for you and all other participants to hold the digital conference.

Technical requirements:

- Internet-compatible PC / tablet / mobile phone with microphone and webcam (if necessary, external with a headset and / or camera)
- Use a quiet environment to better follow the session.
- Log in with only one device to avoid duplication noise.
- You can briefly be in a waiting room before your session starts.
- When entering the room, fill out your full name.
- Log in with only one device to avoid duplication noise.
- As a general rule, your microphone as well as message sounds from other programmes or applications should be turned off to minimise possible noise.
- If you have any questions or comments in between, you can use the chat.
- If you are not actively speaking, please mute the microphone.
- If you wish to speak, use the "raise hand" icon and the moderator will ask you to speak at the appropriate time. Please turn on your microphone.
- Switch off your video camera if your Internet is low or fluctuates.
- If the connection should break down in the meantime, wait until the programme restarts and then report back via the chat.
- If the internet connection fails completely, you may join by phone. This is only a back up option. The moderator will provide you with the details on how to join by phone.