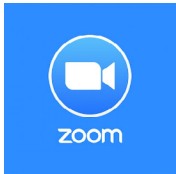




All you need to know about our Community Calls



Our Community Calls are designed as video conferences. We will use the software solution **Zoom Webinar** to give you the opportunity to connect and dive deeper into the four topics of the summit with panelists and fellow participants after each panel discussion of the plenary programme.



If you cannot use Zoom, you are invited to join via phone. Please click on the link to find your country's in-dialing number. To connect, please use the following log-in data: Webinar-ID: 912 5817 9819, Code: 476457619.

We strongly advise you to **download and use the Zoom App** as it delivers better audio and video quality! More useful information and tips for video conferencing can be found on the following page.



Please note that the Community Calls will only be **held in English, including English text-to-speech interpretation and international sign language**, as our video conference tool (Zoom Webinar) cannot convey multilingualism in an accessible format. Thank you for your understanding.

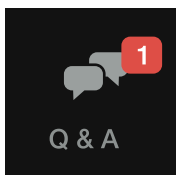
To join a Community Call simply click on the **Community Call icon** on our event website.



1) If you already use a Zoom account, you will automatically be connected without having to enter any data.

2) If you are using Zoom for the first time, you will be asked to enter an email address and username.

Then you will automatically be connected to the Community Call and be greeted by our host and panelists for the respective topic. Your camera and audio will not be connected automatically. Rather you will simply be a silent listener to begin with.

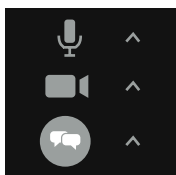


If you want to ask a question and/or join the discussion, please indicate so by entering your question in the **Q & A area**. It would be great if you stated **your name, your country, and your question (optional: to whom of the panelists you want to direct the question)** so that our host can decide when your question or statement best fits into the ongoing discussion.

There are two options for asking a question and/or joining the discussion:

1) with audio and camera – Please just type into the Q & A area – as described above – and when your time has come, our host will inform you via chat and ask you to turn on your camera and sound. After your confirmation, you are good to go and ask your question.

2) only in writing – If you just want to send a question but do not want to do so with your audio and camera signal turned on that is of course also fine. Please just type into the Q & A area – as described above – and add the comment “no camera”.



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Ninia LaGrande will be our host who will guide us through all four Community Calls and make sure that as many questions as possible are asked and answered. Please make sure to follow her lead – thank you!



If you have any **technical troubles**, please feel free to give us a call or send an e-mail and we will try to help on the spot. **mail:** inclusion2020@bmas.bund.de **phone:** +49 152 5790 7943

Please also check the **following information and tips** regarding **technical settings and general requirements** for using the software solution Zoom Webinar to ensure your successful participation in the Community Calls.

GENERAL REQUIREMENTS FOR ZOOM

The **Zoom web client** allows you to join the meeting via your browser without downloading any plugins or software. The web client functions best on [Google Chrome](#), [Mozilla Firefox](#), and [Chromium Edge browsers](#).

Be sure to use:

- Google Chrome 53.0.2785 or higher
- Firefox 76 or higher
- Chromium Edge 80 or higher
- Safari 10.0.602.1.50 or higher

Note: Mobile web browsers are not supported.

Recommendation: If you already downloaded the **Zoom desktop app**, you can use the app. We even recommend this as the Zoom desktop app delivers better audio and video quality. If you can install the app, you should consider this option.

When clicking on the link for the meeting you will be asked to

- 1) “Download [Desktop App] Now” or
- 2) “Join from Your Browser” or
- 3) “Open Zoom” (in case Zoom desktop app is already installed)

Depending on the option chosen (1/2/3) and on whether you are a first or regular user, you will be asked to enter some data or simply be connected automatically.

TECHNICAL SETTING

- We strongly advise you to connect to the internet using an **Ethernet / network cable**. This connection is much safer and there are fewer picture failures/stutterers. Once you establish a cable connection to your internet router, switch off the Wi-Fi on your computer.
- If you need to use Wi-Fi, find a location for your computer that is as close as possible to your Wi-Fi access point (e.g. your internet router). Make sure that the Wi-Fi reception indicator on your computer is as high as possible.
- If you use a laptop, tablet or smart phone make sure that it is charged.
- Using a **headset** will increase your voice quality considerably.
- Please try to make sure your computer and all apps are up to date so that the video conferencing software (Zoom Webinar) will be able to run smoothly.

LOCATION SETTING

If you want to ask a question and/or join the discussion with your camera turned on, please also keep in mind the following tips:

- The **camera** should be at the **same height as your eyes**. Try to get the area from your **head to upper body into the picture**.
- Avoid sitting with your back to a window or light source. Instead, choose a position **facing the light source** so that your face is illuminated.
- **Turn on the light** in the room but make sure that you are **not sitting directly under a lamp**.