Video Conference Guide for Webex and Interprefy

General information

The video conference including the original spoken audio (floor) will be transmitted via Webex. Simultaneous interpretation of the conference will be provided from German, English and French into German, English and French via the platform Interprefy.

Technical information

Please make sure you comply with the following technical requirements to ensure good video and audio quality – otherwise it will not be possible for your contribution to be interpreted.

- Use a stable LAN internet connection with sufficient bandwidth of at least 10 Mbit/s (please do not use a wireless network).
- When you take the floor during the conference use a high-quality external microphone, for instance in the form of a headset. Please do **not** use the built-in microphones on your laptop or PC, as these do not ensure sufficiently good audio quality.
- Sit in an evenly lit, bright place.
- Position your camera so that there is a good view of you in the video window that the other participants will see. The camera should be roughly at eye level. The background should be tidy and not distracting.
- Device for participating in the Webex conference: laptop or PC with built-in or external HD webcam, or a dedicated Webex device. To listen to the original audio (floor), you will need internal or external speakers.
- If you want to **listen to the simultaneous interpreting**, you have to open an additional window for the Interprefy platform in your internet browser (see below).
- Please do not log out during the break.

System/IT information

Please note you will need the followoing to avoid problems when installing and connecting to Cisco Webex:

- Authorisation to download and run .exe and .msi files or to share the programmes via the relevant software centre (if administration is organised centrally, i.e. via the IT department or system administrator).
- USB read and write permission
- Audio and microphone input must be activated.
- Authorisation for your browser to access the camera, microphone and speakers.
- You will need to allow Cisco Webex to bypass proxy settings in your browser and your in-house network or the configuration oft he proxy server and firewall.
- More information on security during Cisco Webex meetings is available here: https://www.cisco.com/c/dam/en/us/products/collateral/conferencing/webex-meeting-center/white-paper-c11-737588.pdf?dtid=osscdc000283

Participating in a video conference using Cisco Webex and using Interprefy to listen to the simultaneous interpreting

Participating in a Webex meeting

1. **Please open the link in your e-mail invitation tot he Webex meeting**
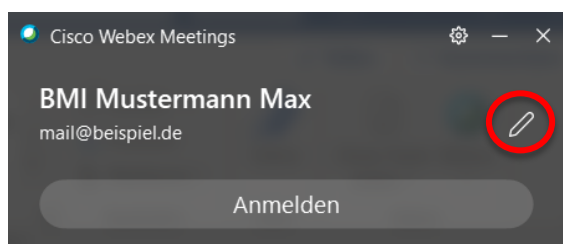
Option 1: Participate from the Webex Meetings app	Option 2: Participate from your web browser
→ If the Cisco Webex Meetings app is already installed on your PC, open the app by clicking on the link tot he meeting.	→ You can also participate using your web browser: click on Join from your browser.

Starten von Cisco Webex Meetings...

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Probleme beim Öffnen der Desktop-App? Treten Sie über Ihren Browser bei.
Sie haben keine Desktop-App? Jetzt herunterladen.

Probleme beim Öffnen der Desktop-App? Treten Sie über Ihren Browser bei.
Sie haben keine Desktop-App? Jetzt herunterladen.

Before joining the meeting, change your information In the programme to:: **Iso-code for your country / Last name / First name** e.g. DEU Mustermann Max	If you are participating from your browser, enter your information as follows: **Iso-code for your country / Last name / First name** e.g. DEU Mustermann Max

Cisco Webex Meetings

BMI Mustermann Max
mail@beispiel.de

Anmelden

Enter your information
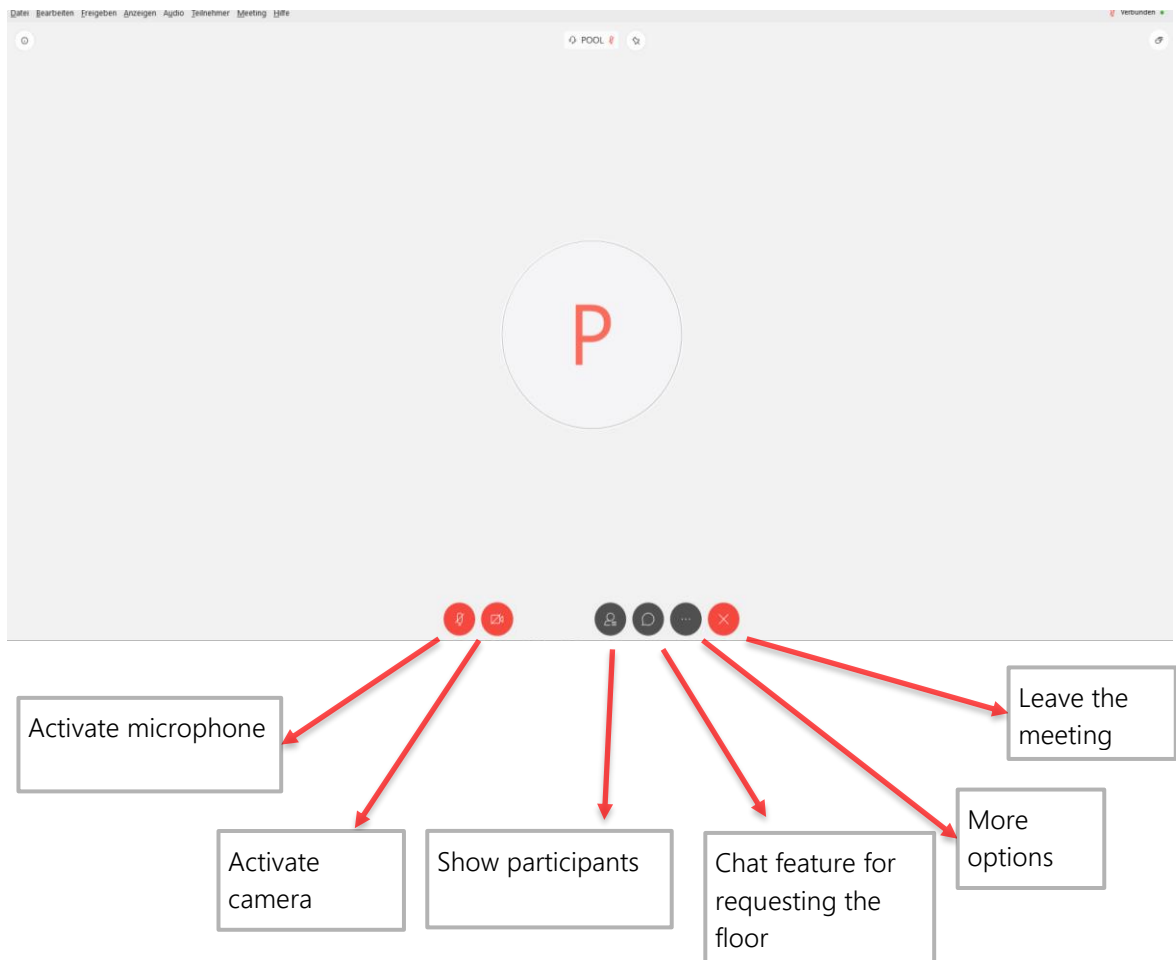
BMI Mustermann Max

beispiel@mail.de

Next

2. **Before joining the meeting, please activate your camera and mute your microphone.**

3. **Then click on „Join Meeting".**

Webex features during the video conference

Activate microphone

Activate camera

Show participants

Chat feature for requesting the floor

More options

Leave the meeting

4. Using the chat feature 💬 to request the floor:

- You should only use the chat feature to request the floor – please direct your contentual questions via direct chat message to us.
- Please do not use the chat feature for any other communication. If, for instance, you need technical support please call the technical hotline (see below).
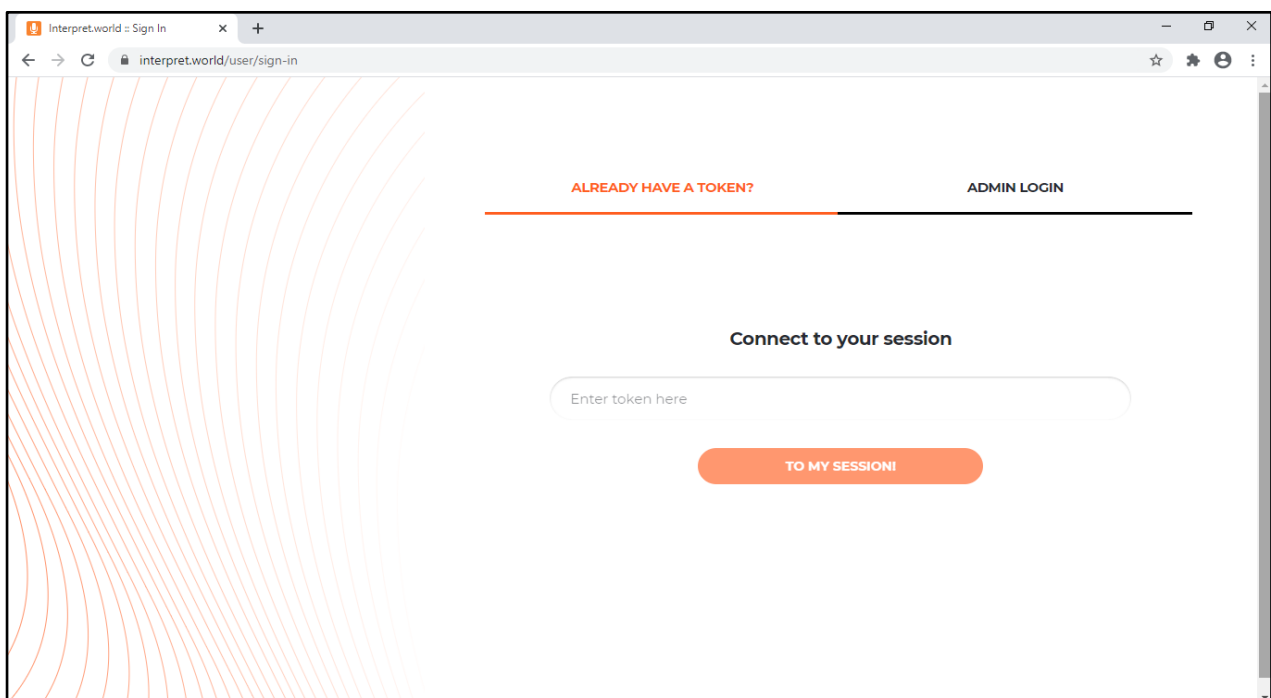
How to request the floor:
- Enter your three-digit country code, your last name and the language you will be speaking and send it to the chat.
- You will receive a private message that you are up next whilst the speaker before you is still speaking.
- Wait until you are given the floor by the chair of the meeting.
- Once you have been given the floor, please activate your microphone.
- Speaking time is limited to two minutes. The chair reserves the right to shorten or lengthen this speaking time, depending on how many participants are requesting the floor.
- Once you have finished speaking, please do not forget to mute your microphone again.

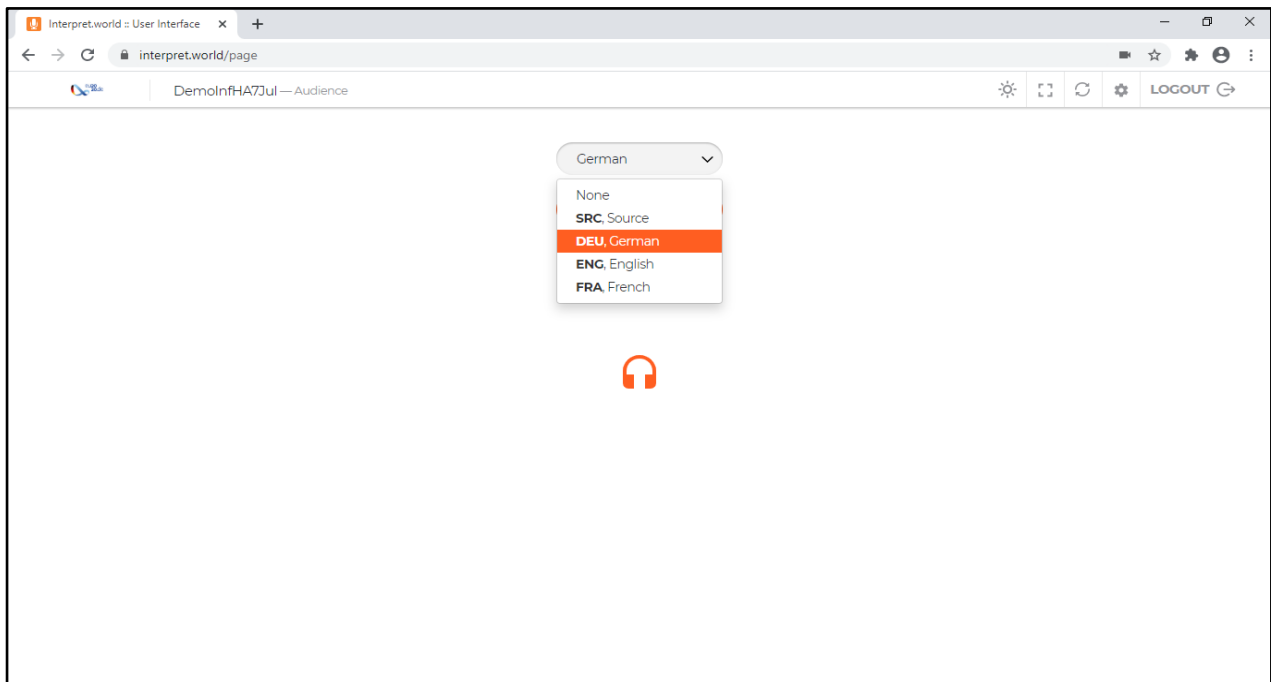### 5. Using Interprefy from your web browser to listen to the simultaneous interpretation

We recommend you use the Google Chrome browser and a wired internet connection for this.

Use the link: https://interpret.world/user/sign-in

Participants using Interprefy receive a separate e-mail with an event access token allowing them to log in. Enter your token → Press „To my session!" → Plug in your headset → Choose a language

Help in the event of technical problems

- If you have any technical questions or difficulties, please contact either support.bmi@pool.de or +49 2572 920 164.

- For any other questions relating to the conference please contact either cfsp-csdp2020@bundestag.de or +49 30 227 33766.