INSTRUCTIONS FOR PARTICIPATION IN WEBINAR

* The meeting will be held online. Participation in the meeting will allow you to get to know the topic presented live by the lecturer, ask them questions via chat and talk to other participants.
* You will be able to see and hear the lecturer and materials, presentations, instructional videos, documents.
* Both before and during the meeting, you can ask questions via chat.
* The webinar platform is accessible directly through a web browser, e.g. Google Chrome or other. You need a computer with Internet access. Headphones with a microphone may also be useful for speaking.
* After the meeting you will receive electronic materials by e-mail, while a certificate of completion will be sent by post or e-mail depending on your preferences.

**Before the start of the videoconference**

1. Please read the general terms and conditions of use or privacy policy of the software you wish to use.

2. Check if your conversations will be recorded and stored.

3. Verify for what purposes your personal data will be used.

4. Check what data permissions you are asked to provide - contact list, location, etc.

5. To install the app on your computer, use the official website of the app you want to use; for mobile devices, choose the official Google Play store or App Store.

6. Make sure that third-parties do not have access to your screen.

7. Check that the application has the necessary security measures, such as encryption.

8. Use web applications, not desktop ones.

9. The participant has to be connected to a stable network with a strong WiFi signal or preferably a cable connection.

10. Before sharing your screen during the conversation, close all windows so that other conference participants cannot see them.

11. When connecting to the teleconference, use access codes/PINs.

12. The participant’s computer needs to have adequate protection provided by antivirus software.

**When using video conferencing**

1. Limit the amount of personal data you provide - use a pseudonym and a business e-mail address.

2. Use a different password than you use to access other services.

3. Do not share links to the conference on social media.

4. Enable, if possible, default password protection for online meetings.

5. Manage your screen sharing options.

6. Use an encrypted VPN connection to make business calls.

7. Do not share your business documents through a chat that may be public.

8. If possible, use a background blur option (so that other callers cannot see your surroundings).

9. Use the “waiting room” option so that you can manage people participating in the conference call, avoiding random or unwelcome participants.

10. When logging into the teleconference, turn off the microphone and camera (you can turn them back on as needed).

**After using the video conference**

1. Turn off the microphone and camera.

2. Make sure you have ended the online meeting and closed the application.

3. Ensure that the teleconference software is not working in the background.

Solving computer-related technical issues is the responsibility of the training participant, not the training provider.

I undertake to comply with the above rules of participation in the webinar.

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