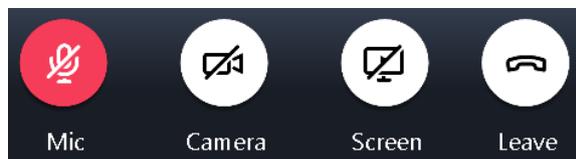


Guide to the SDSN Northern Europe online member conference on the 26th of March 2020

This is a short guide to make you comfortable to attend the online member conference and to create a high-quality conference.

We will use the **GoToMeeting platform**, which normally is a stable and flexible platform for online meetings. To enter the meeting, simply click on the link for the meeting. If a window asks you to use a GoToMeeting Opener, click Yes.

When you arrive to the meeting you will see clickable icons for microphone, camera, screensharing and to leave the meeting (see figure below).



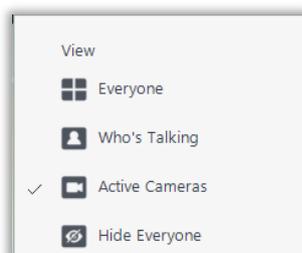
Mic and Camera

In order to reduce noise and avoid bandwidth problems, please make sure to have your microphone muted, i.e. have the left-most icon red-colored.

- **For participants:** Since the audio is usually better, we recommend you use a headset. If you have questions to the presenters, you should write them in the chat function (see below). We will reply to the questions in the chat during the meeting or afterwards in a separate document. Hence, you can stay muted during the conference. You need to turn your camera off (click the camera icon to white color) to reduce the bandwidth used. This approach enables us to have a focused, high-quality meeting and systematically answer all questions.
- **For presenters:** We recommend you use a headset with a microphone, instead of the microphone and speaker integrated in your computer (see 3. Settings, below). This improves the quality for you and all other meeting participants. When it's time for you to present, unmute yourself by clicking on the Mic and Camera icons so they are green-colored. The meeting organizer will then invite you to present and share your screen. Click on the Screen icon.

Choose view

In the top middle of the window, you can choose if you want to view everyone, who's talking or active cameras. We recommend you use "Active Cameras". The one who is speaking will always have his/her camera on.



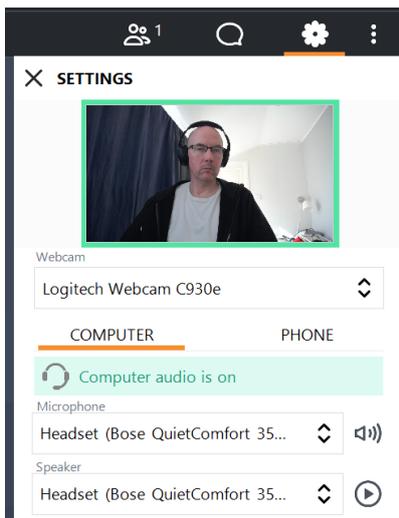
Participant list – Chat – Settings

In the upper right corner of the GoToMeeting interface you find 4 symbols (see figure below).



These are, from left to right:

1. Number of participants . Here you can see who is attending the conference.
2. Chat function . The chat function offers an easy way to communicate with everyone, or with a specific participant, during the conference. You can also use the chat function to ask questions to presenters. If we don't have time to answer your questions during the conference, we will make sure to distribute answers from all presenters in text after the conference. Furthermore, we will post interesting links and links to Mentimeter survey questions here. Hence, we recommend you having the chat function open during the conference.
3. Settings . When you open this symbol, you can select which web camera, microphone and speaker you prefer to use. The options presented depends on which external equipment you have connected to your computer.



For example, if you use an external web camera, you can click on the small arrows pointing up and down  in the settings for Webcam (see figure to the left) and select which web camera you want to use. Under Microphone and Speaker you can select the equipment you want to use by clicking on the respective arrows symbol  and select headset (recommended) or computer-integrated microphone and speaker.

4. More options . Here you can get GoToMeeting support.

We hope to have a nice member conference online.

/The SDSN Northern Europe secretariat.