

Department Of Public Administration Invites You To Recruiting Procedure 2678

Here is ecctr name of position

Friday, May 8, 2020, 11:00 am | (UTC+02:00)

Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Kindly connect 10 min before the event to make sure you do not have any technical issues.

We suggest that you connect from your computer so that you can identify yourself and be seen on the webcam.

If you do not have the Webex desktop application, you can click on the "Join by browser" option and your browser will automatically request access to your computer's audio/video before you can join the meeting room.

Once connected, make sure you are muted when you are not speaking (by clicking on the mic icon, which will turn red) and do not forget to unmute yourself when you want to speak (by clicking again on the same mic icon, which will turn gray).

If you wish to connect using your smartphone, once you click on the link, you will be asked to download the Webex App. In any case, you can always join through a simple phone call using the dial-in details in the bottom right corner of the present invitation.

Connection problems:

Please note that if you loose your connection, you will again be put in a waiting room and will have to be admitted by the moderator.

IMPORTANT NOTICE:

This WebEx service includes a feature that allows audio and video during the session to be recorded. By joining this session, you automatically consent to such recordings.

If you do not consent to the recording, discuss your concerns with the meeting host prior to the start of the recording or do not join the session.

Need help? Go to <http://help.webex.com>

Join Using
WebEx

Meeting number:
000 000 000

Meeting password:
XXXXX

GUIDANCE FOR VIDEO MEETINGS

BEFORE THE MEETING

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Log in 10-15 minutes before to check that your microphone and video is working.

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The organiser will let you join the virtual meeting 15 min before announced time.

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Please ensure you are entering your name "first name last name"
and your email in appropriate box

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Once connected,
make sure you are muted when you are not speaking
(by clicking on the mic icon, which will turn red)
and do not forget to unmute yourself when you want to speak
(by clicking again on the same mic icon, which will turn gray)

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Once you have been admitted to the meeting please click on participants at the bottom of the screen which will display a dialog box on the right hand side

DURING THE MEETING

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The chat function allows you to send a written message to any or all participants of the meeting. A drop down box at the bottom of the chat window allows you to designate who you want to send the message to (Everyone or a specific person).

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To request to speak, click on "Participants" and a conversation box will open to the right with the names of the participants. At the bottom of that list, you will see an option "raise hand". The moderator will give you the floor at the earliest opportunity.

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Once the moderator has given you the floor please make sure to click on "lower hand". This allows the moderator to know who is still waiting to speak.

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If you want to share a document or PowerPoint presentation you may use the "share screen" option at the bottom of the window.

Please make sure the document or the PowerPoint has already been open on your computer or your device before you choose to share your screen.

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You can turn off video when you want by pressing the video button. This is a good option if someone walks into the room or if you need to leave the camera for a few moments. This does not mute the meeting so you can still follow along.

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