

1. WEBEX technical information:

- Download Cisco WEBEX by choosing <https://www.webex.com/downloads.html/>
- Select Download > Cisco Webex Meetings Desktop App > Download
- Run the installation file and follow the instructions. The Webex Meetings desktop app opens when the installation is complete.
- Click on the link sent in invitation and choose use as guest. Type your username and email address and click on Continue as guest

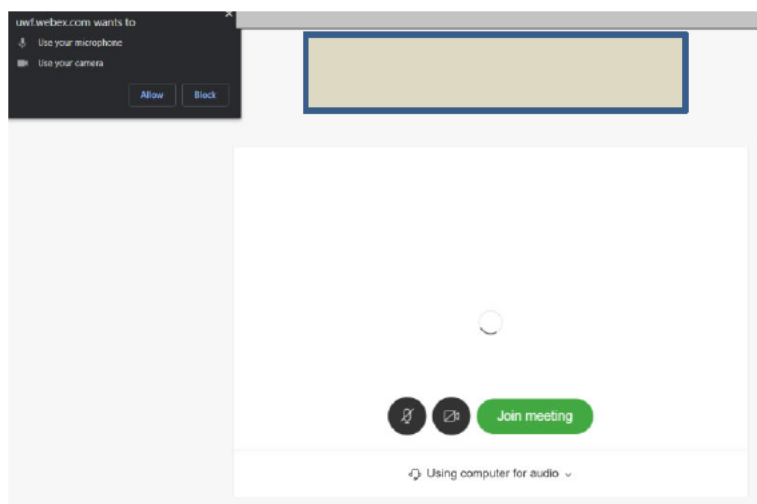
a) Joining the meeting:

- Join the meeting by clicking the “Join” button or the link of the meeting.
- You are advised to connect to the meeting ten minutes before the starting time in order to identify any connectivity issues.

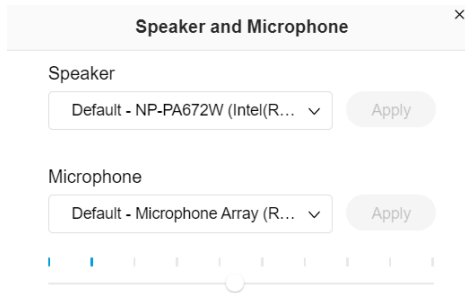
b) Audio and Video connection:

Meeting Controls

- Once a meeting has started, you should see a screen similar to the following:

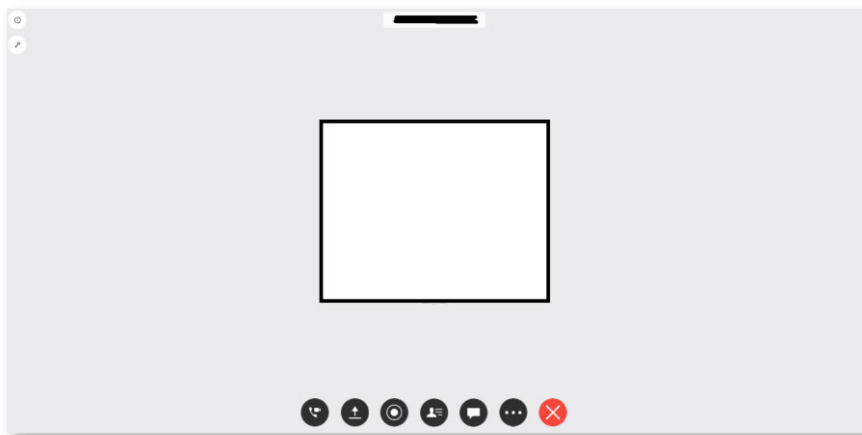


- Select Allow to allow the Webex session to use your microphone and webcam.
- From this screen you can select your privacy, microphone, speaker, and webcam settings.
- You should have at least three options for your audio connection:
- Using computer for audio - Choose this option if you will use an internal or external microphone to talk during the Webex session.
- Call in - Choose this option if you will use your phone to talk during the Webex session, or if your computer doesn't have working speakers/microphone.
- Don't connect audio - Choose this option if you will not speak during the Webex session. You will still be able to listen to the session, so long as you have working speakers.
- For Using computer for audio, you have two options to change.

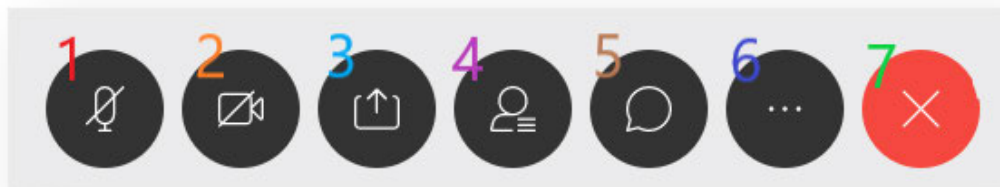


- **Speaker** - Choose the speakers from which you would like to hear the meeting audio.
- **Microphone** - Choose the microphone with which you would like to speak to the meeting.

You should now see the screen below:



- The bottom bar will display a few buttons you can use to control the meeting:



1. **Mute Microphone** - Toggling this will mute your microphone and prevent participants from hearing you.
2. **Stop My Video** - Toggling this will stop your video and prevent participants from seeing you.
3. **Share Content** - Broadcasts your content to all participants.
4. **Participants** - This allows you to view participants of the meeting.
5. **Chat** - allows to chat with everyone or privately.
6. **More Options** - Check meeting performance, change audio connection, or change speaker/microphone/webcam settings.
7. **Leave** - Disconnect from the meeting.

2. During the meeting:

- Please keep your camera and microphone turned off, unless you are taking the floor.

- To use the Webex option to request floor “hand-up” or use chat, you will need a laptop / PC - this option will not be available in the video conferencing system or on a mobile device.
- During the discussion, use the “hand-up” function or the chat-box to request the floor.
- Wait until you are given the floor by the meeting’s chair.
- When you have been given the floor:
 - activate your microphone in Webex,
 - activate your camera,
 - identify your country and institution.
- After your contribution, mute your microphone again.
- For comments and/or short queries, please use the chat-box.

3. Privacy statement

Please note that by using the Cisco Webex tool, participants consent to providing their personal data for the purposes and under the conditions described below.

The controller of this processing operation upon participants’ personal data is Frontex Head of Institutional Partnership Unit. Personal data will be processed by Frontex designated staff. Personal data will be processed in order to provide participants access to the online platform. The data will be deleted from the contractors’ database after the completion of the meeting. The legal framework applicable is Regulation (EC) 1725/2018 of 23 October 2018 and the legal basis for the processing is Article 5.1 (a) and (d) of that Regulation.

All participants have the right to access and correct their data anytime and to withdraw their consent. Participants might want to exercise their rights by contacting the controller of this processing operation at HoU.IPU@frontex.europa.eu or the Data Protection Officer of Frontex at dataprotectionoffice@frontex.europa.eu . Participants also have the right to recourse to the EDPS.