Dear speakers,

Here is the procedure for approaching panels.

**Technical recommendation**

Test your *speakers, camera and microphone* before the panel. We recommend that you test ZOOM tool also.

If you are using *desktop/computer* for the panel, the most stable internet connection can be achieved by *LAN cable* (cable that goes from wall to your Wi-Fi rooter). When you connect LAN cable to your device, check out how it works when you touch it or move it by hand. Also check your power and battery.

**Important:** We highly recommend that you disable/ disconnect Wi-Fi connection at your computer, so that device has only LAN option. To disable Wi-Fi follow next steps:

a) **Windows 7 users:** Start > Control panel > Networking and Sharing center > Change adapter settings > Right click on Wi-Fi (Wireless) > Disable

b) **Windows 10 users** > Start > Type "Control Panel" > Networking and Sharing center > Change adapter settings > Right click on Wi-Fi > Disable

c) **Mac users**> Wi-Fi icon / Turn off Wi-Fi
   or cmd + space/Wi-Fi/ Turn off Wi-Fi

If you use mobile phone or any device that works only with Wi-Fi, try to be at most stable point of Wi-Fi connection (the nearest point to the rooter)

**Procedure for entering the panel**

1. First you will receive ZOOM panel link by email
2. **30 minutes** before the panel, you will receive another short remainder email. You need to **confirm that you are ready** and that you read the email, by shortly answering ‘Yes, I am here’. If we don’t receive your confirmation, we will contact you by phone, Viber or Whatsapp.

3. **15 minutes** before the panel, we will open the session. You will enter into **preparation room**, by Zoom link that you have. Panel won't be visible for other attendees. Our team will guide you with preparation.

   We highly recommend that you put your zoom view as “**Gallery view**”

4. **Two minutes** before the panel you will be informed about time

5. You will see that our screen becomes black, because we will turn-off our camera. Our microphone will be still ON. You will be able to hear us and you will know that BROADCAST is starting. At that moment recording will also start.

6. We will turn-off our microphone, but we observe everything.

   Follow your moderator and be patient with answers. You should turn-off and turn-on your own microphone, same as you do with non-virtual events.

**What happens in situation when your internet connection is slow, unstable or if host internet connection is broken?**

1. Do not worry and do not panic. We can always turn-off your microphone and inform moderator (with fast and direct chat message), that he needs to re-direct panel to next panelist, because of your technical issues.

2. If our connection is broken, again, do not worry. We will back in 1 minute and go with panel, where we stopped.

3. You can make arrangement with Rebec team member, about signals and communication that suits you the best.

4. Near the end-moderator can read some question from audience, if he founds some question interesting (before that, we will inform you that you have 10 minutes left).

5. When the panel is ended (moderator will announce that panel is at the end) and when we are certain that you all said 'Farewell' to audience-we will close the session.