

# PRACTICAL INFORMATION

FRIDAY,  
10 DECEMBER 2021  
CET 09.30 - 15.15

EUROPEAN PARLIAMENT,  
BRUSSELS

## THIRD HIGH- LEVEL INTERPARLIAMENTARY CONFERENCE ON

“MIGRATION AND ASYLUM  
IN EUROPE”



### MEETING BY REMOTE PARTICIPATION (all time indications in CET)

Friday, 10 December 2021, 09.30 - 15.15  
*Hemicycle, European Parliament, Brussels*

### MEETING FORMAT - REMOTE MEETING

In line with the measures implemented by the President of the European Parliament, due to the COVID-19 pandemic, the third High-level Interparliamentary Conference on Migration and Asylum in Europe, co-organised by the European Parliament and the Parliament of the EU Council Presidency, the Slovene Parliament, will be held remotely via the online meeting tool *Interactio*.

Due to the current restrictions on physical presence in the EP premises, introduced after the aforementioned COVID-19 pandemic outbreak, MPs of EU national Parliaments, officials, as well as National Parliament representatives are invited to participate in the meeting remotely (online connection).

In case more than 3 Members are connecting from the same meeting room, **nameplates** should be placed on the table in front of each of participant

Brussels-based representatives of National Parliaments are kindly asked to be available and reachable during the meeting and transmit the messages of their delegation to the organisers, if needed, by phone. They are also kindly requested to follow the meeting remotely.

## CONNECTING TO THE MEETING

The Multilingual Remote Participation Platform *Interactio* will enable remote participation of the delegates. **Please read carefully the guidelines and recommendations found under the links listed below. It is important to go through them carefully.** For example, mobile devices are not recommended, as their connection may not be fully supported, and an intervention without video will not be interpreted.

**To be able to participate in the meeting, an e-mail address is needed.**

## CONNECTION LINKS

The *Interactio* platform differentiates between **Active Participants**, who can ask for the floor and intervene in the meeting (pre-request mandatory) and **Viewers**, who can follow the meeting but cannot intervene.

**MPs:** Please use **Participant** link (link sent by e-mail)

**Staff:** Please use **Viewer** link (link sent by e-mail)

### Web streaming:

[https://multimedia.europarl.europa.eu/en/third-high-level-interparliamentary-conference-on-migration-and-asylum-in-europe\\_20211210-0930-SPECIAL-OTHER\\_vd](https://multimedia.europarl.europa.eu/en/third-high-level-interparliamentary-conference-on-migration-and-asylum-in-europe_20211210-0930-SPECIAL-OTHER_vd)

## GUIDELINES AND RECOMMENDATIONS FOR REMOTE MEETINGS

Step by step guidelines (available in all EU languages) explain in detail how to connect remotely to the HLIC as speaker.

**PLEASE READ CAREFULLY AND FOLLOW THE INSTRUCTIONS EXPLAINED IN THESE 2 DOCUMENTS:**

### 1. Speaker's connection guidelines for remote multilingual meetings (EN)

Web link of the guidelines: [http://www.epgencms.europarl.europa.eu/cmsdata/upload/fbd4b6dc-23f7-4725-b104-0553bd977cbc/linc-remote-connection-guidelines\\_en.pdf](http://www.epgencms.europarl.europa.eu/cmsdata/upload/fbd4b6dc-23f7-4725-b104-0553bd977cbc/linc-remote-connection-guidelines_en.pdf)

### Speaker's connection guidelines for remote multilingual meetings (Other EU languages)

Web link: <https://www.europarl.europa.eu/interpretation/en/introduction.html>

### 2. Recommendations for remote speakers (EN)

Web link of the guidelines: [http://www.epgencms.europarl.europa.eu/cmsdata/upload/ba24d4cc-68c1-4ce6-b96c-32f42e3efcb0/linc-remote-connection-speakers\\_en.pdf](http://www.epgencms.europarl.europa.eu/cmsdata/upload/ba24d4cc-68c1-4ce6-b96c-32f42e3efcb0/linc-remote-connection-speakers_en.pdf)

### Recommendations for remote speakers (Other EU languages)

Web link: <https://www.europarl.europa.eu/interpretation/en/introduction.html>

**SPEAKERS and ACTIVE PARTICIPANTS:** Please connect at least **45 minutes ahead of the meeting for an additional connectivity test**. This will give sufficient time to moderators to test your connection and allow the IT Support team to help you solve any connection issues.

**!! Please note:** connecting with a phone is **not** recommended. The video feed is unlikely to work on phones. It is recommended to use a fully charged and updated iPad with the Safari browser

## OR

a personal computer (including Apple) with the Chrome browser (v.69 and up).

Please make sure the device has a **stable internet connection** and **100% battery charging**. It is advisable to plug in the device and keep it on the charger during the meeting.

Ideally, this device should be the **only one** connected to the WiFi network during the meeting. Please make sure the device is **up to date** and that **background applications are switched off**.

Please connect using a valid e-mail address, which can be different from the one used at the online registration to the HLIC. The guidelines mention an EP e-mail account, as it was written for MEPs, but any valid e-mail account can be used.

## MPs' contact phone numbers

Given the remote character of the meeting, the EP technical IT services must be able to reach participants by phone in order to provide remote assistance for solving any connection issues. Therefore, please ensure to have **contact numbers of the members of the delegation** at hand and that these numbers have been communicated to the organiser.

## IT support contact hot line during the meeting

A contact phone number will be communicated via e-mail in advance of the meeting, to serve as contact point for participants who might experience technical difficulties during the meeting.

## PRESENTATIONS DURING THE MEETING

Please submit material subject for presentations in the meeting, such as PowerPoint or videos, beforehand. These would be tested already during the testing phase. Presentations should be sent to [linc.technical-helpdesk@europarl.europa.eu](mailto:linc.technical-helpdesk@europarl.europa.eu) with copy to [EP.conferences@europarl.europa.eu](mailto:EP.conferences@europarl.europa.eu)

## INTERPRETATION

In line with the measures put in place due to the COVID-19 pandemic, the meeting has a restricted language regime. Online interpretation has been requested for the following 24 languages:

<b>Active</b>	BG	CS	DA <sup>1</sup>	DE	EL	EN	ES	ET	FI	FR	HR	HU	IT	LT	LV	MT	NL
<b>Passive</b>	BG	CS	DA	DE	EL	EN	ES	ET	FI	FR	HR	HU	IT	LT	LV	MT	NL
<b>Active</b>	PL	PT	RO	SL	SK	SV											
<b>Passive</b>	PL	PT	RO	SL	SK	SV											

<sup>1</sup> For the first session, DA interpretation is only passive.

It will be confirmed by the Interpretation Service one day before the meeting.

In order to listen to the interpretation in your preferred language, please click on the *Audio Channel Selector* button in *Interactio*, to select the language in which you would like to follow the meeting. An explanation with photos is provided in the **Speaker's Connection guidelines for remote multilingual meetings** (please see link above).

## REQUESTS FOR THE FLOOR

Ahead of the meeting, MPs were informed about the need of the **mandatory online pre-registration of their requests for taking the floor** in the exchanges of views foreseen in the agenda of the HLIC. An indicative list of floor requests will be established based on MPs' expression of interest for intervening in various debates.

Members who expressed the wish to take the floor during the conference have to use **the participant's link** of the *Interactio* online platform.

The speaking time is set by the Co-chairs and will vary between 1 and 2 minutes for each MP. Please be kindly aware that in case of time pressure the Chair might shorten the speaking time, and modify or shorten the speakers' list.

When taking the floor please advise your Member to:

- Activate their camera and microphone,
- Kindly note that interventions without video will not be interpreted (Quaestors' Notice 50/2020),
- Use a headset as this will greatly improve your intelligibility,
- Remember TO PRESS the SPEAK BUTTON ONCE – the horizontal line on the button will change colour from blue to red.

Members whose requests to take the floor could not be accommodated because of time and technical constraints are given the possibility to deliver their written intervention to the respective Chairs.

## MEETING DOCUMENTS

The Agenda, the List of participants and other relevant background documents will be available at the website of the EP's Directorate for Relations with National Parliaments:

<https://www.europarl.europa.eu/relnatpar/en/upcoming-third-high-level-conference-on-/products-details/20211125CPU37702>

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