

Recommendations for online web conferencing

Technical requirements

Computer (desktop / laptop / tablet) with at least 2 core processors and 4 Gb RAM.

Your computer must have a webcam, microphone, speakers or headphones. It is recommended to use headphones, but if you use speakers, turn down the volume. High volume in the loudspeaker may affect the sound quality of all participants.

Webex communication tool is installed on the computer.

Internet connection with a throughput of at least 5 Mbps and a delay of less than 100ms. If possible, always use a cable connection.

Organizational requirements

Before the session

During the registration process to the Webex meeting please provide name and surname to identify all participants accurately.

Check the operation of the hardware in time - sound, microphone, video.

Close all apps on the computer which are not required for the webinar, especially communication apps, such as Skype, Discord, etc.

Where it is possible to isolate the room from external noise. Mute your mobile phone.

During the session

Please mute the microphone when you are in the listening mode. Use the chat window to ask questions.

If multiple people are joining a remote meeting from the same room, use a single device to avoid echo effects.