



INFO PACK online participants

Administrative Council + General Assembly + Child Guarantee seminar
Berlin, 28-29th September 2020

Event Schedule

Monday 28th September

09.00-12.45	COFACE Administrative Council meeting 3
12.45-14.00	Lunch buffet at the hotel NH Berlin Mitte
14.00-18.15	General Assembly part. 2 (statutory elections and COFACE 2030 strategy)

Tuesday 29th September

08.30-09.00	Registration and coffee
09.00-09.30	Welcome by President of COFACE Families Europe and Chairwoman of AGF
09.30-11.00	Session 1: What can the Child Guarantee look like?
11.00-11.30	Coffee/tea break
11.30-13.00	Session 2: Shaping the Child Guarantee from a two-generation perspective
13.00-14.00	Lunch buffet at the hotel NH Berlin Mitte
14.00-15.00	Session 3: Family policy levers at national/local level to implement the Child Guarantee
15.00-16.00	Closing session 4: The building blocks of a 2030 roadmap for action

Zoom (online participation) checklist

1. When you use Zoom on your **laptop**, you don't need an account or to download anything
2. If you plan to join the meeting via your **mobile phone**, please be sure to download the app beforehand
3. If you are using your **professional computer**, the work system may not be compatible with zoom. It could be good to have a personal computer or smartphone to follow the webinar, just in case.

28th September: AC and GA meetings

We will meet here:

<https://us02web.zoom.us/j/85982082251?pwd=N0o1WWtUZHKwaXU2UEtIZFhjZTNDZz09>

Meeting ID: 859 8208 2251

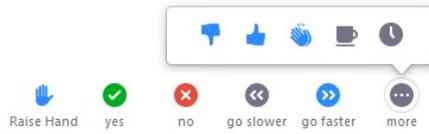
Passcode: 684366

How to connect:

- **You can click on the link and will be redirected to the meeting. You can also type in the meeting ID and password manually.**
- This will be the one unique link for both AC and GA
- Try to have a stable internet connection. If you are using Wi-Fi, stay close to your router. Otherwise, try to use a LAN wire.
- Please **connect 5 minutes before the meeting starts**. We are scheduled to start at 9.00 on 28th September. You can simply click the link and follow the instructions on the screen, no login is required.

During the meeting:

- Once you are in the meeting, you will be there as a **visible participant**. **Please mute your microphone when you are not speaking**. (But keep your video on, we like to see your face 😊)
- You are welcome to use the **chat feature** to say hello to other participants (select “all panellists and attendees” if you would like all to see your message). If you have a question or wish to intervene during the meeting, please put it in the **Q&A or raise your hand**. (see instructions below)
- To cast a vote (which are NOT AC and Buro), you can simply raise your hand in Zoom.
- Top right, you have the choice to view the webinar either in **speaker or gallery view** according to your preference.
- **Non-verbal communication** is possible. Simply **open the participation tab** where you can find this bar:



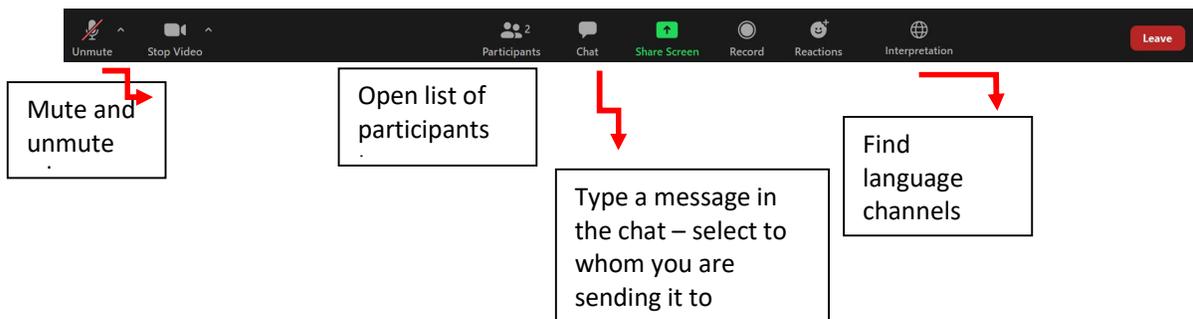
How to ask questions?:

- The best way to ask a question is by **raising your hand** and wait until it is your turn. The moderator will indicate to you when it is your turn. **Please unmute yourself then**.
- You can also ask a question in the Q&A function. In due time you should receive a reply in written or verbal form.

How to change language?

- There will be interpretation available from English to French and French to English.
- The tab “Interpretation” on the bottom bar will allow you to choose between the channels.

If you have a technical problem or admin question, please write a **private message** on the chat to the **COFACE Team**



How to vote online during the AC and Buro elections?

The election of the Executive Buro will be through an online secret ballot, so that people physically in Berlin are invited to have access to a computer or smartphone in order to vote.

In order to vote, **you will receive an email from us through Election Runner**. Please click on the button in the email and cast your vote when invited to do so. The vote will be anonymous. The election results will be presented by the chair.

For every other vote, you can simply raise your hand in Zoom. (instructions on how to do so are above)

29th September: Child Guarantee webinar

We will meet here:

<https://us02web.zoom.us/j/84959791988?pwd=YzhkdUlwNmM3eWVzQktYRy9qbzBVdz09>

Webinar ID: 849 5979 1988

Passcode: 193743

How to connect:

- **You can click on the link and will be redirected to the meeting. You can also type in the meeting ID and password manually.**
- Try to have a stable internet connection. If you are using Wi-Fi, stay close to your router. Otherwise, try to use a LAN wire.
- Please **connect 5 minutes before the webinar starts**. We are scheduled to start at 9.00 on 29th September. You can simply click the link and follow the instructions on the screen, no login is required.

During the webinar:

- Once you are in the webinar, you will be there as a **non-visible participant. This means we can't see or hear you.**
- You are welcome to use the **chat feature** to say hello to other participants (selection "all panellists and attendees" if you would like all to see your message). If you have a question or wish to intervene during the webinar, please put it in the **Q&A or raise your hand, we will then allow you to talk for the duration of your question.**



These functions are available to you automatically on the bottom bar below the video screen

Languages

Interpretation from/into **English and French** will be provided on **Monday 28th September** afternoon for the General Assembly.

Interpretation from/into **English and German** will be provided on **Tuesday 29th September** for the seminar on child guarantee.

Contact

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Social Media

All participants will have the possibility to share comments, questions and personal insights on the conference by using the conference hashtag: #ChildGuarantee

Twitter: **@COFACE_EU**

Facebook (Familles Europe): **/COFACE.EU**

Instagram: **familieseurope**

LinkedIn: **COFACE Families Europe**

Data protection

Please be aware that our events will be photographed and recorded. Participants who do not wish to be photographed or being recorded should notify our Secretariat in advance (write to secretariat@coface-eu.org). All pictures and videos will be published on COFACE's website and other social media profiles. A link will be sent to all participants. Each participant may, at any time, request the removal of a picture or video segment containing his or her image.

With the support of:



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The information contained in this programme does not necessarily reflect the official position of the European Commission.

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