

Guidelines for the BEREC stakeholders joining the public debriefing via the livestream

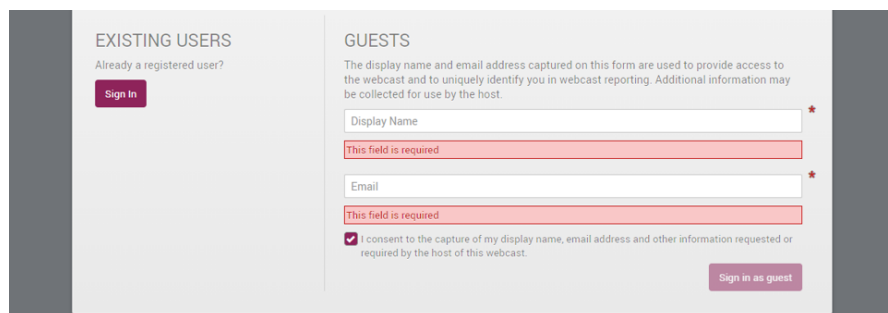
The BEREC public debriefing will be live-streamed using a specially designed live-streaming platform. To ensure the accessibility, the participants can:

- Enable the live closed captioning (in English);
- Change the screen size both for the presentation and the active speaker;
- Ask LIVE questions to the speakers using the Q&A box.

Guidelines on how to use the live-streaming platform:

1. Open the link to the livestream provided on the BEREC website

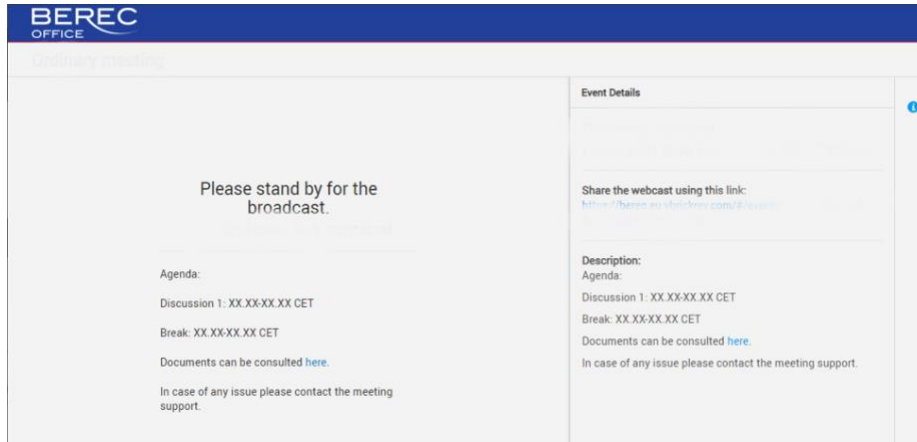
- Choose your Display name, preferably in the format of Name Surname (Organization), and provide your email address.
- Choose “Sign in as guest”.



The screenshot shows a sign-in form with two main sections: 'EXISTING USERS' and 'GUESTS'. The 'EXISTING USERS' section has the text 'Already a registered user?' and a 'Sign In' button. The 'GUESTS' section includes a disclaimer: 'The display name and email address captured on this form are used to provide access to the webcast and to uniquely identify you in webcast reporting. Additional information may be collected for use by the host.' Below this are two input fields: 'Display Name' and 'Email', both with red error bars indicating they are required. A checkbox is checked, with the text 'I consent to the capture of my display name, email address and other information requested or required by the host of this webcast.' A 'Sign in as guest' button is located at the bottom right of the form.

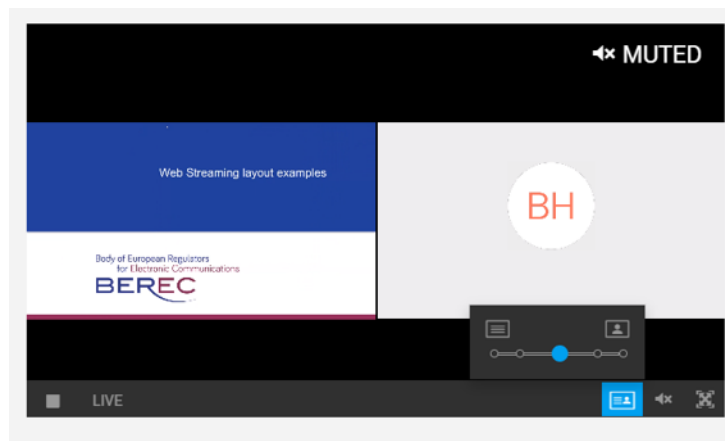
2. Description of the event

- Shortly before the meeting starts, you can view the description for the event. You will be able to find the links to the relevant documents, if any.



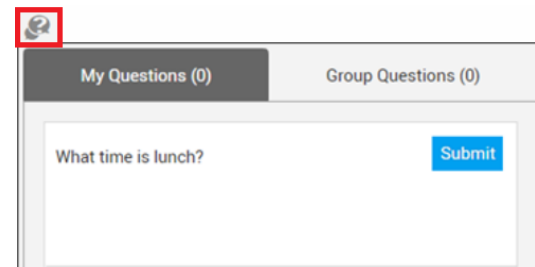
3. Watch and interact with the livestream

- Use the button on the right side of the video window to change the layout of your view (you can choose to watch only the speakers, only the presentation, or mix them both).
- By clicking on the information (i) button on the right side to open the “Event Details” section, you will be able to find the link to the documents and other details.
- Toggle the speaker button on the right side of the video window to hear the sound.

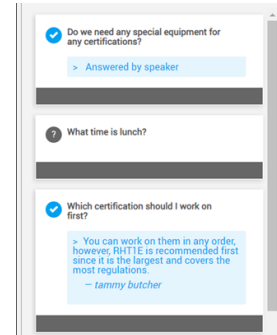


4. Ask LIVE questions to the speakers

- You can ask questions by clicking the **Q&A button (?)** on the **right-side menu**. By submitting the question, the event host will be able to see your Display name.



- Your question could be made public for all the other event attendees to see it as well.
- All the questions will be passed to the speakers to be answered as far as possible during the Q&A sessions.
- You are also encouraged to send your question in advance, by emailing to communications@berec.europa.eu



5. Meeting end and interruptions

- If there are technical difficulties, the stream will show the notification. Please wait few minutes/until the issue is fixed for the video to appear again and **do not refresh the page!** If you think that it is taking too long, contact the event host and ask for more information.
- Otherwise, if the end time is reached, the event is completed. *Note: The system might display longer event duration than it actually is. It is for the purpose if the event goes longer than expected.*

6. Note

- Please contact [the meeting host](#) if you have any questions about the use of the streaming platform.
- By default, browsers mute outgoing video sound. You have to remember to enable the sound!

In case of difficulties, please write an email to communications@berec.europa.eu

The recording of the video will be available after the event. We will inform our subscribers to the [stakeholders' mailing list](#), accordingly.

To receive information on BEREC activities, invitations to BEREC events, notifications on public consultations, documents adopted and BEREC publications, [please subscribe to the BEREC Stakeholders mailing list](#).