

May 19-20, 2021

10 AM – 03 PM



green.net.working.

Virtual Conference on Ecologically-Sustainable
Digitalization in an International Context

Information on Joining the Conference & Technical Issues

- Information for Participants & Speakers -

Jointly hosted by



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We are very excited to welcome you at the very first [green.net.working.](#) conference by Oeko-Institut and GIZ! We have gathered all necessary information in this guide to make your experience as smooth as possible. Do not hesitate to get in touch with us in case you have further questions. We are looking forward to having you!

In the following you will find information on:

- ▶ Guidance on using MS Teams
- ▶ Joining the Conference
- ▶ Troubleshooting & Contacts

Guidance on using MS Teams

There are two ways you can join the **conference events**.

▶ Join via **MS Teams App**

- If you already have the MS Teams App, you are ready to go by clicking on the respective session link.
- To download the app, go to: [Download Microsoft Teams Desktop and Mobile Apps | Microsoft Teams ↱](#) and follow the instructions to install the application. After installation you can join the meeting by clicking on the link.
- The application can be installed to your computer and mobile phone. For this event we recommend using a computer.

▶ Join via **Web Browser**

- When clicking on the link you will be asked to either use the MS Teams App or to continue using your browser.
- You can join the events using your web browser (Google Chrome, Microsoft Edge, Safari (version 13.1+)). This can, however, lead to reduced functionality (reactions & chat) and technical issues.
- The web browser will ask for permission to use microphone and camera, which needs to be approved by the user.

Both MS Teams Application and access through Web Browser will access camera and microphone. Your communication will mostly take place through chat.

A basic explanation on how to join a meeting using MS Teams can be found here: [How to join a Microsoft Teams meeting as a guest - YouTube ↱](#)

Joining the Conference

You can join the respective session of the conference via received invitation links. Alternatively, you can find the relevant session details and access details on [Agenda | green.net.working.](#)

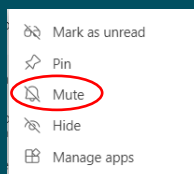
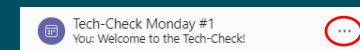
Heads-Up:

- 1) Your microphone will be muted during the panel sessions. The organizers will permit you to turn on your microphone and give you the stage if needed. In contrast microphone settings during the forums might be different depending on the respective needs of the forum.
- 2) Only relevant when using the MS Teams Application: We would like to ask you to mute the respective meeting you are partaking in. This way you will not be interrupted or disturbed by chat notification sounds while you are listening. To mute the meeting, do as described in the following example:

→ Select “Chat” on the left-hand side of the MS Teams App and select “mute”.



and go to the current meeting. Click on the three gray dots



TROUBLE SHOOTING

Your system does not run smoothly, and you encounter technical issues during the event? Try to rejoin the session via the respective session link. In most cases this will already give you a suitable solution.

Any other technical issues? Try this:

- Delete your browsing history (Ctrl + Shift + Delete) and then refresh your browser (F5)
- Use another browser
- Restart your computer
- Participate via a mobile device
- Use a LAN cable to ensure a stable internet connection

You cannot unmute yourself or activate your microphone? This is intended as to avoid unnecessary background noise due to open microphones. The moderators and facilitators of the respective sessions will give you permission to unmute yourself in advance of your contributions.

In case you encounter any technical issues during the conference, please do not hesitate to get in touch with us!

We are happy to help and support you any time. Please direct your inquiries to  greennetworking@giz.de



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