

What access data do I need on the day of the web seminar?

You will receive a message with the access data in good time in the week of the date to the e-mail address you have provided.

What are the technical requirements for participation in the web seminar?

To participate, you need an internet-enabled device, access to stable internet and either one of these two web browsers, Google Chrome or Microsoft Edge or the respective app of the video conferencing platform¹. The use of Internet Explorer or Safari as browsers cannot be recommended. It is advisable to use a laptop or desktop computer, as this ensures the best possible display. The use of a mobile device (phone, tablet) is also supported by the software. Please ensure that your internet connection reaches 2 MB/s upload and 4MB/s download. You can test your internet connection [here](#). Please check that your speaker box and sound work well and that you can be heard well for a discussion session. You will achieve the best quality by using headphones with a microphone (headset).

How to download the necessary browsers and ¹applications?

Google Chrome: <https://www.google.de/intl/de/chrome/>

Microsoft Edge: <https://www.microsoft.com/de-de/edge>

Microsoft Teams: <https://www.microsoft.com/de-de/microsoft-365/microsoft-teams/download-app>

How can I ask questions to the speakers?

You may write your question(s) in the chat or turn on your camera as a signal that you have a question.

Are there any rules of conduct or recommendations?

Please use your real name to dial in so that you can be addressed correctly during the exchange and discussion. It is also necessary for the recognition and acknowledgement of your dial-in. Please feel free to use the chat function and leave your question(s) or suggestions. During a discussion, it is desirable to turn on your camera to give the speakers the opportunity to address you personally. Recording of presentations in any form (video, audio, photo) and distribution of the material is not permitted.

How do I get a certificate of participation?

We will be happy to send you a certificate of participation upon request. Please indicate this request in the feedback message after the course.