



IPSS

Institute for Peace
& Security Studies
Addis Ababa University

IPSS Virtual Policy Dialogues

Webinar Guidelines

IPSS Virtual Policy Dialogues are regular interactive conferences that take place on Google Meet. Moderators, panellists and participants connect to the meeting through a dedicated link upon successful completion of the registration process. These guidelines provide useful tips for the smooth undertaking of the webinars.

Technical prerequisites for moderators, panellists and participants

1. Make sure your device (desktop, laptop, tablet or smartphone) has an optimal internet connection.
2. For the duration of the webinar, settle in a quiet place where you will not be disturbed by background noises.
3. Mute the microphone when you are not speaking.
4. Immediately disable video when internet performance is compromised or when not speaking.
5. In case connecting through the laptop is challenging switch to your android phone and use the code sent along with the registration confirmation.
6. You will find the link to the event in the registration confirmation.
7. Keep your mobile phone on silent mode and away from your device to minimize interference.
8. Please use the "Chat" function to submit brief comments, questions or to draw the attention of the moderator.
9. Up to 250 participants can join the meeting via the dedicated link.
10. On the day of the session, try to connect 5-10 minutes before the start time.
11. Please reach out to Rubiyat Mohammed, @rubiyat.m@ipss-addis.org or +251911164055 (same for WhatsApp) for further assistance