

Charter of Good Videoconferencing Practice

This meeting will be conducted via videoconferencing.

Important notice for confidential meetings:

If the videoconference is confidential, participants shall not share the link to the meeting with anyone who is not authorised to attend it and shall only connect to the meeting room from a non-public place where there is no risk of being overheard or of otherwise breaching the confidentiality of the meeting.

By following the recommendations below, meeting participants will contribute to better virtual communication and facilitate the work of interpreters.

Thank you in advance.

- Participants are requested to take part in technical tests that may be carried out prior to the meeting.
- Participants should connect via a computer for optimal audio-visual quality. Smartphones and tablets should be avoided. The computer should be connected to the Internet via an Ethernet cable, not WiFi.
- Participants should use a headset with integrated shock absorption and microphone. In the Audio Device Settings window of your computer, ensure that 'Headset' is shown as audio device.
- All participants are asked to connect from a quiet location, remove all sources of noise (phones and home equipment), disconnect loudspeakers, and generally ensure they do not place documents close to their microphone.
- Microphones must remain muted outside floor interventions.
- If a number of remote participants are gathered together and share a connection, it is required that they equip the room with boundary microphones placed as close to speakers as possible.
- It is recommended that all video feeds remain on throughout the meeting.
- When taking the floor, participants are asked to:
 - Wait for two seconds after switching on the microphone
 - Speak softly and clearly into the microphone, and at a reasonable pace.
 - If reading from their notes, participants should ensure they pause regularly to allow interpretation to synchronize.
- Speaking notes and other reference documentation should, as often as possible, be provided to the interpreters in advance by sending the speech to ITEM.interpretation@coe.int.