



**DIMENSION
PARLEMENTAIRE**



Practical information

Conference of Committee Chairs of the Parliaments of the 27 Member States and the European Parliament on digital and space

Format: remote, hosted by the Assemblée nationale

Date: 2 March 2022



Registration of participants

The conference on digital and space will be held via **videoconference** from the National Assembly.

Delegations are invited to **register online** until **Friday 18 February**.

When registering, participants are asked to indicate their **requests to take the floor** by ticking the relevant boxes.

If you have any questions, or want later to ask for the floor, please send an e-mail to conference.digital.space@parlue2022.fr.

Participation in the videoconference

Technical details

The conference will be held using the *Interactio* videoconferencing platform.

No special software needs to be installed to use Interactio. You will be able to participate in the meeting in **your web browser** by clicking on the login link that will be sent after the registration deadline, or from a room equipped with appropriate technology, for example in your Parliament.

If you are connecting with a personal device (computer or tablet), please ensure that you use a **stable, high-speed internet connection**, preferably wired, and a headset with a built-in microphone to ensure optimal audio and video quality. **The use of a mobile phone and wireless headphones is strongly discouraged.**

Following the above guidelines will greatly increase the chances that your words will be correctly translated and understood by the participants.

To participate you will need to:

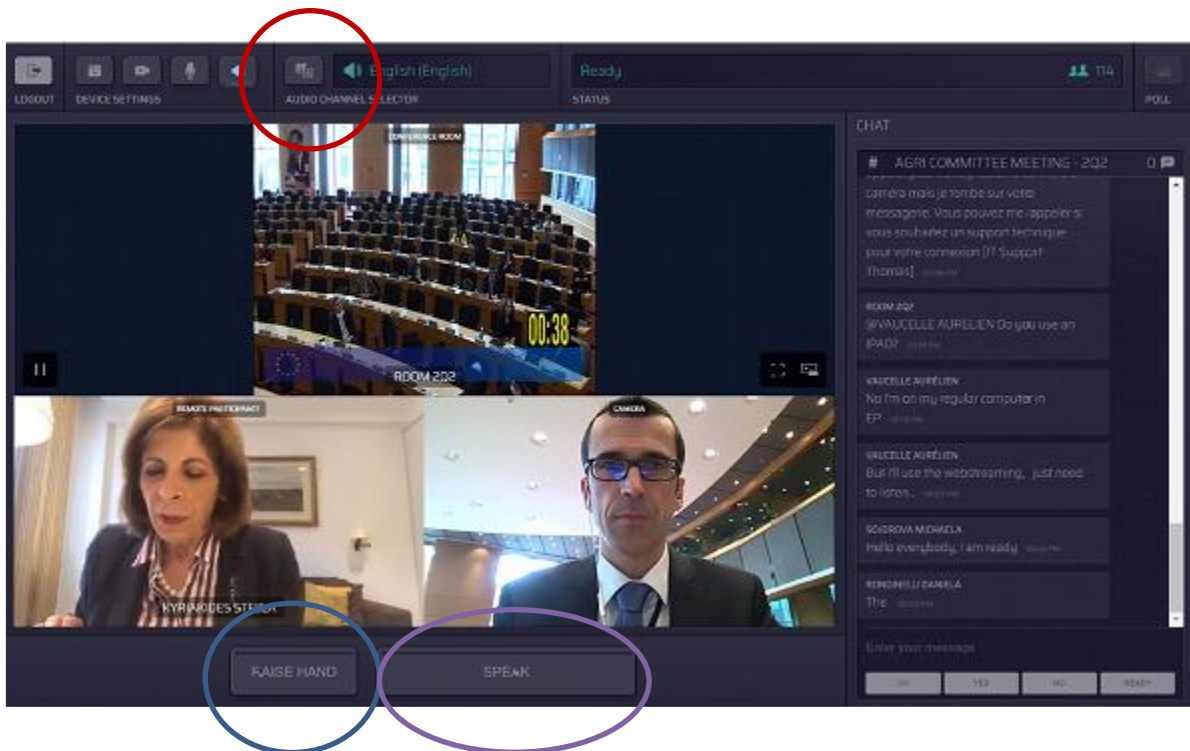
- click on the link we will send you;
- enter your email address and click NEXT;
- enter your first and last name, preceded by the two letters identifying your country.

Click on ALLOW twice to let the application use your microphone and camera.

Click on JOIN to enter the meeting.

You can choose **the language** in which you wish to follow the meeting **at the top centre** of the screen (red circle in the image below). You can **ask to take the floor** at the bottom left (blue circle below).

When the chairperson gives you the floor, press the **SPEAK** button once and wait 3 seconds for it to **stay red to speak**. You will then appear on the screen. Do not forget to turn it off after you have spoken.



Tests

Connection tests will take place on Friday 25 February from 10 am to 12:30 pm and from 2:30 pm to 5 pm (CET). Registered participants will be asked to reserve a time slot to participate in the test to ensure that Interactio is working properly on their devices and their connection is good.

Interpretation

Interpretation will be provided in **French, English and German**. Each delegation wishing to have recourse to its **own interpreters** at its own expense may express this wish to conference.digital.space@parlue2022.fr.

Documentation

A conference document, including the programme and the list of participants, will be available on www.parlue2022.fr.

Broadcasting

The **conference will be broadcasted live** on Monday 28 February on <https://videos.assemblee-nationale.fr/> and on <https://www.parlue2022.fr/#videos> in French, in English and German, and will be available for replay on demand.

Procedure for taking the floor

For each debate, taking the floor must be **requested in advance of the meeting**, ideally by ticking the appropriate box in the registration form or by sending a message to conference.digital.space@parlue2022.fr.

However, it will be possible to request the floor during the meeting by sending a **message to the moderators** via Interactio in the chat section.