



Instructions

- Documentation to the tool itself, you can find here
- <https://webapp.lifesize.com/>

Code of conduct

Please take the following guidelines for smooth operation into account:

- Make sure you are connected on in time.
- Introduce yourself just before speaking
- Mute your microphone when not speaking
- In case of Video conferencing, do not enable your video, unless you want to share your screen or show yourself (when speaking/given the word)
- The chairman leads conversation and gives people the floor
- Don't sit in a public place, avoid background noise.
- Don't interrupt other speakers, please wait 2 seconds before taking over.
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Points of attention

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