

## **Information regarding the participation in the GRUR Expert Round Table Webinar, 1 October 2020 via Zoom**

The following notes explain how the GRUR Expert Round Table Webinar on 1 October 2020 will be held and what participants must consider in detail.

### **1. Technical requirements**

Zoom is used as the webinar software. It runs on almost all computers and mobile devices. Further information can be found under <https://support.zoom.us/hc/en-us>.

### **2. Invitation and registration**

As usual, you will receive an invitation from the GRUR Head Office to the event by e-mail.

The e-mail invitation contains information on how to register for participation. Registrations must be made no later than the day before the event begins. When registering, please include your name, job title, office address and contact details (e-mail address).

Please also state bindingly whether you are a specialist lawyer and whether you would like to receive a certificate of participation as proof of further training according to § 15 FAO.

### **3. How to enter the digital event room**

After registering, you will receive your personal access data for the digital event room by e-mail. With the access data you can join the zoom webinar and also identify your personal participation. It is recommended to login in about 5-10 minutes before the start of the event.

To enter the digital event room, please activate your camera and microphone. **After having accessed the digital meeting room, please mute the microphone if you do not want to speak, to avoid background noise.**

A certificate of participation according to § 15 FAO Paragraph 1 and 2 in accordance with the regulations of the bar associations can only be issued if you use and keep the camera activated for the entire duration of the event.

### **4. During the webinar**

The primary contact for your technical and organizational questions is the seminar assistant (GRUR office).

If you would like to speak, press the report button (hand symbol). Alternatively, you can also use the chat function to ask your questions and suggestions in writing.

### **5. Attendance checks for certificates according to § 15 FAO**

We are obliged to check the attendance of participants who require a certificate according to § 15 FAO in order to monitor the continuous participation in the webinar. For this reason, we will repeatedly check the presence of each of these participants.

We have committed ourselves to the following checks. These are:

Visual inspections: The seminar assistant checks whether you are really sitting in front of your screen.

Press the button: The seminar assistant asks you via the chat function to get back to her

report. Either you write back to her briefly via the chat function or you click on the hand signal button. Your feedback is logged.

Your activated camera provides the proof of presence required for a certificate according to § 15 FAO.

#### **6. After the webinar**

After the seminar, we will issue a certificate of participation to all participants who have requested it and send it to them electronically.

Cologne, September 2020

Your GRUR Head Office Team