

## Instructions to use the videoconference tool of #PrivacyCamp21

Privacy Camp 2021 relies on Senfcall¹, a European-based service that offers videoconferencing via the open source software BigBlueButton™. Their purpose is to offer data-minimising and secure alternative to well-known conference systems. Security, integrity and privacy are the basis of Senfcall's work.

Links to the different rooms of the Privacy Camp conference:

- Room A: https://lecture.senfcall.de/gui-rk0-fft-2px
- Room B: https://lecture.senfcall.de/jan-ra4-kik-2gl
- Room C: <a href="https://lecture.senfcall.de/vik-miy-n83-ghe">https://lecture.senfcall.de/vik-miy-n83-ghe</a>

Link to the final schedule of the conference: <a href="https://privacycamp.eu/2021/01/20/privacycamp21-final-schedule/">https://privacycamp.eu/2021/01/20/privacycamp21-final-schedule/</a>

For a smooth functioning of the conference, please follow the recommendations below.

## **General rules**

- To use Senfcall you only need your web browser no additional software.
- Do not connect with your phone, use a laptop or desktop PC.
- Use Ethernet cable over WiFi whenever you can.
- **Mute yourself** when not talking and generally keep yourself muted by default. Use a headset when talking. This is crucial for audio quality.
- Don't use your camera, keep it turned off except when you are speaking.
- We will be 200+ participants and many of you will want to contribute, so please respect the moderator's announcements and speaker queue.
- Do not interrupt others when talking, and speak only when the moderator gives you the floor.
- To chat during the sessions, please use the Public Chat function, integrated in the videoconference room.
- The number of participants per session is limited to 200 people. This means that if you cannot join a room, the room might be full. In that case, we encourage you to join a parallel session instead.

<sup>1</sup> Have a look at Senfcall's privacy policy here: <a href="https://www.senfcall.de/en/gdpr">https://www.senfcall.de/en/gdpr</a>

## Video conferencing via Senfcall

- When clicking on the link that lead you to the conference room, you must first agree to the privacy policy (on your first visit). Afterwards, a name can be selected via the input fields.
- In the next step the **echo test** can be used if you want to participate with a microphone. If not, you can also participate in the conference by listening only.
- After entering the conference, remember to keep yourself muted and turn your camera off, unless Moderators ask you to contribute.
- Please do not use the "Shared notes" field. This space is for general information and is to be used by event organisers.
- Should you have connection problems, please check your local internet connection and try switching off your own webcam to optimise local bandwidth. Use Ethernet cable over WiFi whenever you can.
- Video tutorial for attendants: <a href="https://www.youtube.com/watch?">https://www.youtube.com/watch?</a>
  v=uYYnryIM0Uw

## Q&A

- When the Moderator announces that the Q&A starts, write your questions using the Public Chat function, integrated in the videoconference room.
- At that moment, the Moderator will monitor the Public Chat and pull the questions out.
- Do not unmute yourself and speak unless you are explictly asked for by the Moderator.