F.A.Q. ONLINE WORKSHOPS

1. What tools can be used for the delivery of the online workshop?

Video conferencing platforms such as Zoom, GoToMeeting, BlueJeans, Microsoft Teams are all popular and can be highly effective. We would recommend that you use a platform that both you and the moderators for the event are familiar with. Some are easier to set up/operate than others!

If required, the budget for the activity can be used for the purpose of purchasing a licence (for example, a Zoom Pro licence for one month with 3 hosts - i.e. you, as local coordinator, and the two moderators - costs around 50 EUR)

Tools to facilitate interactivity and dialogue within the workshop, such as Padlet (as a virtual message board for participants to introduce themselves/provide feedback) and Mentimeter (for gaining immediate feedback on questions) can also be used to help in running a successful workshop. Again, licences for these tools can be purchased through the grant agreement budget.

2. Is it possible to use the ECML's Zoom licence?

It is preferable to purchase a licence for an online platform to be used for the duration of the workshop. The licence for the online platform and technical support (if necessary), can be covered within the grant agreement budget.

3. Can a person in charge of technical support/an IT specialist be hired for the workshop?

Technical support/an IT specialist can be hired for the duration of the workshop and the expenses can be included in the grant agreement budget.

4. Can the online workshop be recorded?

For most online platforms it is possible, however the moderators of the event and the participants would need to agree to this and know for what purpose any recording would be used.

5. Does the grant agreement and/or estimated budget need to be revised if the workshop is taking place online?

If the grant agreement has already been signed and the first installment transferred, then the ECML will put together an addendum to the grant agreement which stipulates the new dates and delivery of the workshop.

In the case where the grant agreement and/or estimated budget have not been prepared, the ECML will draw up the agreement based on the budget adapted for the online workshop.

6. Are there any regulations or recommendations from the ECML that should be taken into consideration?

If the workshop is held partially face-to face (i.e. the participants are meeting together and the moderators are online), it is the national regulations with regard to social distancing which take precedence. The latest recommendations from the Council of Europe (available from Adelina) can of course be used as a reference.

7. Are there any sources to check for information on travel conditions and restrictions in different countries?

Up to date information can be obtained from:
- the International SOS website (Login: 15AYCA080290)
- the European Commission's website Re-open

SOME FURTHER PRACTICAL SUGGESTIONS FOR LOCAL COORDINATORS BASED ON EXPERIENCES TO DATE

Planning

- the role of the local coordinator (LC) is particularly crucial for an online workshop. The LC should be familiar with (or enlist the support of a technician who is familiar with) using online platforms and tools. Ideally the LC should know:

    o how to ensure experts are co-hosts (to be able to share their screens)

    o how to upload and comment on docs on any other IT tools that have been agreed upon with the moderators (such as Padlet, Mentimeter)

    o (if required) how to set up breakout rooms and manage them, move from one breakout room to another. NB: for most platforms, breakout rooms are an additional feature requiring different licencing (for example on Zoom, it is offered as a test feature on the pro licence but use for longer than one month requires a specific 'Rooms' licence)

- ideally, the LC needs technical support on hand from their institution and/or someone else to monitor the chat (which can be covered under the grant agreement).

Timeline

- there should be a trial run with the platform to be used ahead of the actual event and a "registration" period at the start of the event (at least 30 min beforehand) – allowing time to sort out technical problems.

- the length of the sessions should be agreed with the moderators. Feedback so far has been that it is wise to restrict individual sessions to 45 minutes with 10 minutes breaks in between.

- consider finishing the last day of the workshop at lunch time

Delivery

- the online platform's functions should be briefly explained at the beginning of the workshop by the local coordinator/person in charge of technical support

- a reminder should be sent to participants before the workshop containing practical information such as:

    o mute microphone when not speaking

    o have pen and paper ready

    o have mobile phone ready in case they need to take pictures of tasks before they start working on a particular activity/go to work in breakout rooms

    o agree on ways of communicating during the workshop – for example if participants wish to ask questions, they use the raised hand emoji

- discuss with the moderators having participant pre-workshop activities, such as simple tasks or questionnaires sent to the participants to engage them ahead of the event

- a countdown clock on the screen during the breaks to help keep track of time