



SOP

Plan a video meeting

Purpose: successful video meeting

- ☐ Work in Google Chrome (or Mozilla Firefox) if possible. When using Internet Explorer, you will be requested to automatically download a Plug-in on your browser
- ☐ Make sure you have a working camera and microphone, if needed test via this link:
<https://cpms-training.ern-net.eu/video-testing>
- ☐ Plan a video meeting within a panel;
 - Choose between ERN recurrent meeting or individual meeting
 - Invite experts and make sure they accept (or decline) the invitation
- ☐ Close other video conferencing applications (e.g. Skype)
- ☐ Test video connection 15 minutes prior to meeting
- ☐ Record the meeting if wanted
- ☐ When a meeting has finished, update meeting status to finished and record a meeting summary