

Annex II: Webex guidelines

The video-conferencing system that will be used during your interview in the Step 2 panel meeting is CISCO Webex Meetings. Please make sure that you are familiar with the product, including how to join a meeting, select the correct audio and video source (in case you have more than one webcam, speaker/microphone available on your device) and how to share your screen/presentation.

We strongly advise you to use the CISCO Webex Meetings **desktop app** in order to avoid compatibility and other issues related to different browsers (<https://www.webex.com>).

In case you use Webex at your host institution or you have already used the Webex app on your device, please make sure that it is updated with the latest version. You may update the version using the 'Check for updates...' or 'Update Webex meetings' menu items in the application.

If you have not used the Webex Meetings app yet, please download and install it on your device from the following website: <https://www.webex.com/downloads.html>. Installation guides are available on the Webex support site: <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings#Download-and-Install>. The application is available for Microsoft Windows, macOS and Linux. Please select the correct version for your operating system and follow the installation steps. In some operating systems, e.g. macOS, you might need to allow Webex to access your microphone and camera and to share screen/content. This can be done in the security settings as described here: <https://help.webex.com/en-us/73zvl3/Support-for-Cisco-Webex-Meetings-for-macOS-Catalina>.

Once the desktop app is installed, you can register for a free Webex plan, which allows you to start a meeting (maximum 40 minutes per session), where you can test your audio, video settings and how to share your screen/presentation. If you have not used it on a regular basis before, we recommend you get used with the tool's interface and functionalities by rehearsing together with other participants in the meeting. Should you encounter technical difficulties with the tool that you cannot resolve, you can contact us by the date indicated in your letter, using this mailbox: ERC-2023-STG-APPLICANTS@ec.europa.eu. Please include a short description of the issue encountered (and/or screenshots if possible). When contacting us please include in the subject line your proposal acronym and the evaluation panel.

During the interview, you should use the same laptop/desktop as you have used for the testing. Please make sure you have a stable internet connection (using a stable WLAN or LAN cable), loudspeaker, headset and camera as needed and tested previously, and a phone available with the first number communicated to us. We strongly recommend using a headset for an improved audio quality without echo. Please avoid using a virtual background which increases the computational load and may reduce the audio/video quality.

Testing your network connection:

In order to ensure good audio and video quality during the interview please make sure that your internet speed is sufficiently stable for the video-conference.

Go to the website <https://mediatest.webex.com/#/main> and follow the instructions to test your network speed. In case the TCP upload/download speed is not marked as good (≥ 2 Mbps) and you are connected to the internet using a network cable, please consider attending the interview from another location where the internet speed can support the required audio/video quality.