

## Terms and conditions for participation in oConsulting's Online events

Our roundtable events are platforms for exchange of practitioners and the value for the participants lies in the open exchange among participants who are employed at different companies. We facilitate the exchange of good practices and learnings from actual implementation rather than academically approaching the topics.

To enable this professional setting in an Online environment it is important that all participants attend to the following rules:

-  Every participant needs to be in front of a **computer individually** with the **camera turned on during the entire event** (of course the video can be turned off in case of brief interruptions and during breaks). This not only ensures that there are no hidden participants but also enables a high interactivity between all attendees.
-  Every participant needs to use a **microphone/speaker/headset that has proven to work** in online meetings, e.g. Zoom, MS Teams, Skype, etc. Alternatively, a telephone number provided can be used to dial in for the audio.
-  oConsulting will **"open" the meeting 30min prior to the start** time so that every participant can test the technical feasibility before the meeting officially starts (and after a successful "Hello, can you hear and see me" the participant can turn off video and audio and get a fresh coffee or tea until the meeting starts). This way we can start on time with everybody online and don't waste people's precious time with technicalities.
-  Every participant is **responsible for the content** that she or he shares with the group and to adhere to her/his company confidentiality policies. oConsulting cannot be held responsible in any way for the information the participants share.
-  The event will **not be recorded in video or audio** neither by oConsulting nor by any participant. No screenshots will be taken. However, information presented during the event may be shared by email with the participants after the event but only with the consent of the presenter/author. oConsulting will distribute this information to the participants afterwards.