

## DIGITAL CONFERENCING

Digital conferences, meetings and webinars are **crisis-proof** methods to enable personal exchange and professional collaboration even in times of physical distancing and across large distances. Digital meetings ensure an **efficient and sustainable use of natural, financial and time resources**. Digital gatherings decrease the CO2 foot print of events, reduce financial expenses related to travelling and accommodation and guarantee higher flexibility, all of which provide a higher level of participant inclusivity.

**Professional planning and implementation** of digital meetings is necessary, adopting high standards of technical know-how. Without aiming to fully replace real-life interaction, an attentive selection of tools, creative methods and user-centered communication enables **meaningful personalized exchange and productive collaboration**.

## WHAT THE EEA BONN OFFICE OFFERS

### ➤ TECHNICAL GUIDANCE

We advise and capacitate our members and networks in technical queries concerning the **participation and hosting of digital meetings, webinars, workshops and conferences**. We provide solid guidance and tailor made solutions on how to select and apply digital tools to ensure smooth and expedient digital collaboration.

### ➤ STRATEGIC ADVICE

We support our members and networks in **assessing diverse possibilities to digitalize existing and new formats of collaboration** such as workshops and conferences. We precisely analyze the needs and contexts of our members and networks, and provide **creative, tailor-made solutions** for the digitalization of meetings and events such as General Assemblies, large conferences and roadshows.

### ➤ CONCEPTUALIZATION, ORGANIZATION AND IMPLEMENTATION

We support our members and networks in the **entire process of conceptualizing, organizing and implementing** webinars, digital workshops and online conferences. With close attention to our members' and networks' needs and preferences, the EEA Bonn Office assists in **content creation, methodical design, organization and technical implementation** to ensure convincing and comprehensive communication across different cultures and geographical distances. We draw from **years of experience** in the design of workshops and capacity buildings as well as event and conference management.

On the technical side, we provide a **convergent mix of digital tools** such as streaming, video calls and collaboration platforms combined with professional audio and video recording. Moreover, we integrate possibilities of **linking online and offline learning and exchange formats** as well as **high data privacy compliance**.



## EXAMPLES OF SERVICES

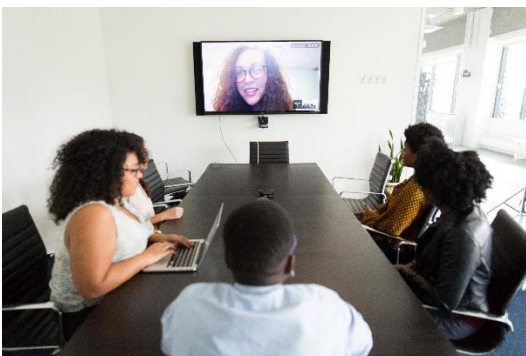
- ✓ The EEA Bonn Office designs and implements a **digital team development workshop** which focuses on **technical and facilitative capacity building** required for the successful and inclusive participation in digital meetings. The conveners are trained in using various tools and platforms, receive an introduction to online etiquette and develop their technical and facilitative skills.



- ✓ The EEA Bonn Office supports the member or network in **conceptualizing, organizing, implementing and facilitating digital meetings** such as a two-hour webinar or a one-day digital workshop. **Creative tailor-made solutions**, including breakout sessions, digital exchange platforms and virtual boards enable a **productive and comfortable learning experience for all participants**.



- ✓ The EEA Bonn Office provides **strategic advice on digitalizing (parts of) meetings, workshops and conferences**. The member or network receives strategic advice and counselling on tools and methods that will serve the purpose of intended meetings best.



- ✓ The EEA Bonn Office conceptualizes, organizes and implements a **several-day long digital conference or General Assembly**. Several **regional hubs** work together physically and connect their outcomes digitally. A professionally recorded **live stream** frames the program and creates the **atmosphere of a global conference**.



- ✓ In addition to these examples, the EEA Bonn Office offers **flexible solutions** that are customized to the individual needs of the member or network.