



Inter-Parliamentary Union
For democracy. For everyone.

virtual World e-Parliament Conference 2021

Practical information note for participants

7 June 2021

This note provides practical information to participants in the virtual World e-Parliament Conference 2021. People with roles as panelists and moderators at the Conference will receive separate information notes.

Connecting to the Conference

Where and what?

The virtual World e-Parliament Conference will take place daily on 16-18 June with sessions running between 14:00 and 18:00 (Geneva, Central European Summer Time, CEST).

The Conference will take place on a virtual event platform (VEP) called **PheedLoop**. This is a web-based platform that can be accessed by anyone with an internet connection. Participants do not need to download any additional software to access the Conference.

Interpretation in English, French, Spanish and Arabic is provided in the two main meeting rooms. Smaller breakout groups will take place in one language only, without interpretation.

Please note that all sessions will be recorded and will remain available to conference participants for one year after the event. Session recordings will not be made available to the public.

Who can attend?

The Conference is open to members and staff of national parliaments and as well as other people working with parliaments, including from academia, civil society, and international organizations.

To participate, you need to register via the IPU website, and receive a confirmation email from innovation@ipu.org.

- If you have registered and not received a confirmation email please contact innovation@ipu.org
- To register additional people, please fill the [registration form](#).
- Registration will remain open throughout the Conference. However, we recommend registrations are submitted prior to the Conference so that we can guarantee timely verification, confirmation and granting of access to the VEP.

Accessing the VEP

Each registered participant will receive an e-mail containing their personal access link to the VEP, including password. This access link is strictly personal and must not be forwarded to anyone else.

Emails with the access link to the VEP will be sent from Thursday 10 June from no-reply@pheedloop.com to the address provided at registration. The subject line of the e-mail is “*Your link to access the World e-Parliament Conférence / Lien d'accès à la Conférence mondiale sur l'e-Parlement.*”.

- Please make sure to update your spam filter to allow emails from no-reply@pheedloop.com and/or the @pheedloop.com domain.
- If you cannot find the “*attendees welcome*” email, please check your spam/junk folder.
- If still not found, please contact innovation@ipu.org

Recommended system and internet requirements

To access the VEP an attendee needs: 1) a stable internet connection of at least 25 Mbps, 2) a laptop or desktop device, and 3) we strongly recommend using Google Chrome to access the VEP. It is not recommended to use a mobile device (tablet or smartphone) to follow the meetings. See more information from PheedLoop [here](#).

What to do before the Conference

After logging in the VEP (from the “attendees welcome” email) we recommend the following actions:

- The system will prompt you to **allow notifications**. We recommend that you allow this, as we will broadcast important housekeeping notifications during the Conference.
- **Complete your attendee profile** by accessing your “Account” page. Add additional information about yourself, such as your parliament or organization, your role/function, and profile picture.
- **Prepare for the Conference** by completing the *networking matchmaking survey* to get connected to peers with similar interests; visit the virtual conference venue including the *Unconference* space and explore the Conference *Programme*.

Participating in the discussions at the Conference

Live sessions in Rooms 1 and 2: These are “plenary” sessions and are held in webinar format. All sessions will be streamed via video on the VEP. Participants are able to attend any session. Access to meeting rooms is free, without registration or limit. Attendees can engage with session panelists and moderators in the following ways:

- **Chat:** on each session page, participants can use the chat to submit questions that the moderator can put to panelists
- **Live polling:** attendees can vote in polls that will be opened on session pages
- **Post-session Q&A:** after certain sessions, interested participants can continue the conversation by joining the post-session Q&A. Please note that attendance is limited to 25 people and there is no interpretation in post-session Q&A.

Unconference sessions: Each day, time has been scheduled in the Programme for Unconference sessions. Participants can propose topics for discussion during the Unconference sessions. The most popular proposals will get a slot on the Programme.

To propose a topic for an Unconference session, please complete the [Unconference submission form](#).

On 18 June, some Unconference sessions will be dedicated to collaborative co-creation of Quick guides for parliaments on topics related to innovation, technology, remote working.

Parliamentary showcase: Participants can submit videos for inclusion in the Parliamentary showcase. There is more information in the note on [Making a video for the Parliamentary showcase](#)

Innovation Board: Participants can view and post their own online resources on the Innovation Board, where parliaments share examples of innovation. Resources can be videos, presentations, hyperlinks or documents describing good practices in parliament. and contribute with resources to showcase innovations of the own parliament.

Networking: There are dedicated spaces for networking with other participants. It is possible to send direct messages or hold a video chat in the VEP. To meet new people, complete the networking survey and the VEP will propose matches with other people who share the same interests.

Contact

For any questions, please contact us on innovation@ipu.org