

Virtual Meetings

CATS
Centre for Applied
Turkey Studies

SWP

Housekeeping Rules for Zoom/ WebEx

- While accessing the Zoom meeting, please choose your **user's name** by following this template: **First name + last name + affiliation/institution**.
- Participants' **microphones are switched off** when they are not speaking. Please, unmute yourself when you are given the floor.
- If possible, please keep your **cameras switched on**.
- To ask a question or to give a comment please use the "**raise the hand**" ([Zoom](#)/ [WebEx](#)) function and the moderator will give you the word.
- Please do **not share the invitation link** publicly (e.g., via social media).
- **Chatham House Rule** applies: You are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed. As a matter of confidentiality, photographs, video or audio recordings are not allowed during our meetings. Participant lists are not to be circulated to third parties for reasons of data protection and confidentiality.



Please also note our data protection declarations for events and stored addresses at SWP at <https://www.swp-berlin.org/en/data-protection/>.

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