

A virtual meeting tool that is freely available for EUROSAI!

The Secretariat is pleased to offer EUROSAI members access to **Blackboard Collaborate**, a tool which enables a more sustainable and cost-effective way of working within EUROSAI through virtual meetings.

This initiative, which is **free of charge** for EUROSAI users, will be made possible through a cooperation between IDI (who has offered EUROSAI the use of the tool and training for its regional administrators) and the SAI of Spain/Secretariat (who will be acting as administrator of the tool, providing the support needed for setting up the virtual meetings).

Who can benefit from this initiative?

Any **EUROSAI member** can request access to the tool, bearing in mind that such request will need to be directly linked to a **EUROSAI activity**.

In this regard, this tool will be particularly useful for Strategic goals co-leaders, Project Groups leaders, Working Groups and Task Forces' chairs, Governance Portfolio holders and hosts of EUROSAI events. It can also be valuable for the Governing Board and Coordination Team, among others, as well as for the coordination of cooperative audits and other EUROSAI related initiatives.

What can I do with this tool?

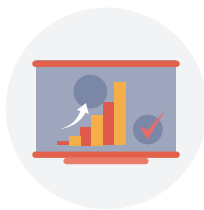
You can use this tool for:

- ✓ **Virtual meetings**
- ✓ **Webinars and web conferencing sessions** (for training purposes)

It is a simple, intuitive and user-friendly tool, with the following features:



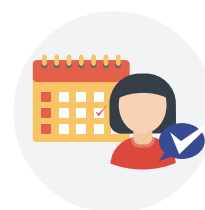
SHARE FILES & DESKTOP



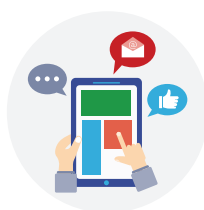
VIRTUAL WHITEBOARD



CREATE POOLS AMONG PARTICIPANTS



VIRTUAL BREAKAWAY SESSIONS



GROUP AND INDIVIDUAL CHAT OPTIONS



OPTION TO RECORD THE SESSION



POSSIBILITY TO CONNECT VIA TELEPHONE CALL
(useful in case of poor internet connection)

How do I create my virtual meeting?

It is very easy! As soon as you know the date of the planned virtual meeting (and at least, one week before the date), please send the following information to the EUROSAI Secretariat (eurosai@tcu.es):

a) Title of the meeting

b) Scope of the activity

(e.g., SG, PG, WG or TF linked to the activity)

c) Participants' information

(list of invited EUROSAI SAs and guests)

d) Date of the session

You will then receive a link as moderator and another one for the participants, granting access to the virtual meeting!

What will I need?

- ✓ A computer, tablet or mobile phone with internet access.
- ✓ Microphone and speakers (or headsets).
A camera is also desirable.
- ✓ A link to access the tool (no need of installing any software), which will be provided through the EUROSAI Secretariat.

For more information, please find here the [user manual](#):

