

User Guide

FriEnt Peacebuilding Forum 2021

Welcome

We are looking forward to welcoming you to the FriEnt Peacebuilding Forum 2021: “Translate – Relate – Act. Forging Partnerships for Sustainable Peace”

The FriEnt Peacebuilding Forum 2021 is a two-part virtual conference that brings together state and civil society actors from all over the world to discuss current questions in the peacebuilding field. The first part, the Virtual Sessions on 27-29 April, will be hosted by FriEnt members and partner organisations from all over the world. The second part on 5-6 May will feature plenary sessions, breakout sessions and a political afternoon – all live as an interactive stream. The entire FriEnt Peacebuilding Forum 2021 takes place on our virtual conference venue.

FriEnt PBF 2021 Programme

To view the full programme of the FriEnt Peacebuilding Forum 2021 including the virtual sessions and the conference, please visit the [FriEnt Peacebuilding Forum website](#). All times indicated in the programme are in Central European Summer Time (CEST- Hague, Brussels, Berlin).

Checklist Before Joining the FriEnt PBF 2021

- In order to participate in the virtual conference venue, a stable internet connection and an internet-enabled device is needed. We highly recommend using a computer or laptop. You can check your internet connection via [speedtest.net](https://www.speedtest.net).
- It is advised to use the most recent version of Google Chrome or Microsoft Edge to ensure an optimal experience in the virtual conference venue.
- The virtual sessions from 27-29 April are hosted via the online video conference tool Microsoft Teams (MS Teams). You can either join the sessions by using the MS Teams app or by using MS Teams via a web browser. If you want to use the app, it is recommended to [download](#) and install it on your computer beforehand. If you choose to use MS Teams via a web browser, please make sure to use Microsoft Edge, Chrome or Safari 13.1, since Internet Explorer, Mozilla FireFox or other browsers do not support MS Teams.
- To get actively involved in the virtual sessions, we encourage you to use a microphone / headset in addition to the camera, if possible.

Accessing the Virtual Conference Venue

- When your registration has been confirmed, an e-mail will be sent to you a few days before the event, including the link to the virtual conference venue as well as your personal login details (username and password). You can log in as soon as you receive the e-mail with the link. Should you have not received this e-mail, please check the spam folder in your inbox or contact peacebuilding-forum@frient.de.
- After you have successfully logged in, you can edit your event profile and access data, upload a photo and biography, enter your organisation and function, and share your vision of peacebuilding practice and your contribution to it.
- We recommend that you visit the Info Area the first time you use the virtual conference venue, where you will find a welcome video and a FAQ on the use of the platform.

Our Code of Conduct

- Our Code of Conduct is an attempt to ensure all participants feel comfortable, willing and able to participate openly during the conference. It is written in the full acknowledgement that our work takes place in the context of power dynamics and asymmetry. We intend to continue to strive towards ending discriminatory practices during and beyond this PBF – learning from and cooperating with the participants. We would like to invite each of us to take joint responsibility and to create a safe space for an open exchange.
- We want to make an active contribution by promoting respectful behaviour based on the following principles:



- Safety is key to participating effectively in the conference. We therefore call on each and every one of us to adhere to supportive, non-discriminatory behavior and contribute to creating a safe space. If you capture images of meetings (screenshots, recordings) please be respectful of others' privacy.
- If you have something you would like to discuss or bring to our attention (abusive language or disruptive behavior), please contact us in confidence at peacebuilding-forum@frient.de.

Getting Around in the Virtual Conference Venue

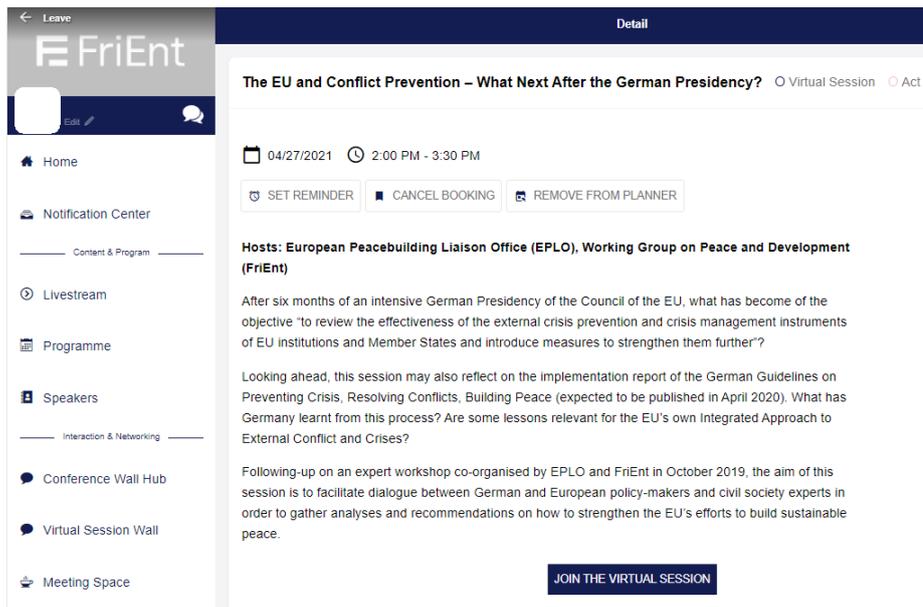
In the following, you find a run-down of the features of the virtual conference venue and some tips and tricks. We strongly recommend you sign into the virtual conference venue at least 30 minutes before the programme begins to get a chance to update your profile settings, check out its functions and familiarise yourself with the platform.

Personal settings

- By clicking on your profile photo/name on the top left corner of the virtual conference venue, you can edit your event profile (including your photo and personal information), access data and set your privacy options. You can decide whether you want to be reached by chat or email.
- As a conversation starter, you can share your vision of peacebuilding practice and your contribution to it in your profile. Also, feel free to leave a few words about your background.

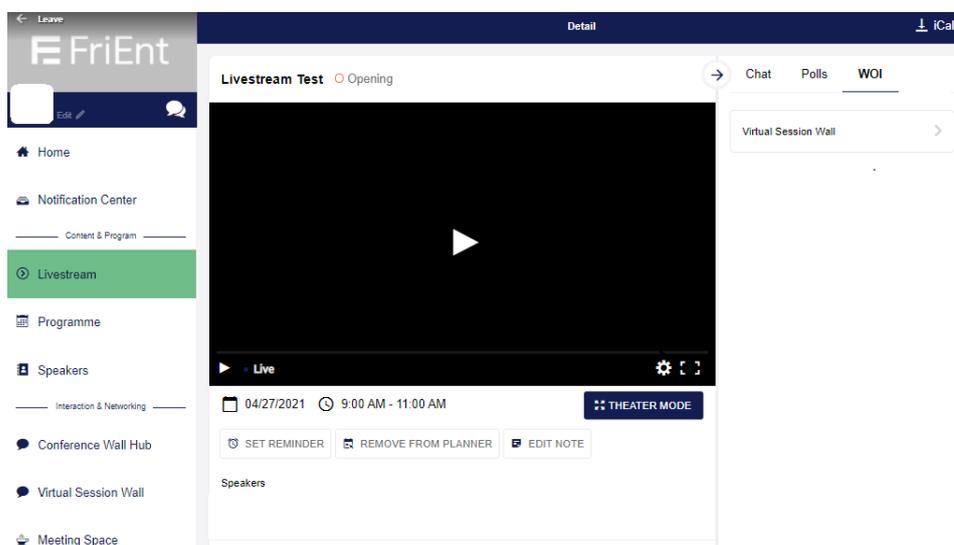
Programme / Joining Sessions

- Via the menu on the left side of the virtual conference venue or via the landing page, you can access the programme. Here, you will find a schedule of the FriEnt PBF 2021 including all sessions, descriptions and featured speakers.
- In “My Programme” you will see the virtual sessions for which you have registered. This personalised agenda helps you to keep an overview and makes sure you do not miss a session.
- You can join a **virtual session from 27-29 April** via the programme: select the respective day and the session you want to participate in. After clicking on the button “JOIN THE VIRTUAL SESSION” you will be automatically transferred to a Microsoft Teams room where the session takes place.



- The entire conference on 5 and 6 May will be live-streamed. You can access the livestream throughout the conference via the landing page or the menu on the left side of the virtual conference venue.

In the livestream, on the right-hand side of the video, you can ask questions in the chat, participate in polls, and access the respective Conference Walls (WOI) directly. All features will be introduced by the moderation.



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The picture-in-picture mode allows you to browse through the virtual conference venue, for example to check out the programme, while watching the livestream at the same time. When you open the livestream and then click on a different area in the virtual conference venue, a small window with the livestream pops up in the bottom right corner of the venue.



Interaction and active engagement

We encourage our participants to participate! Here are some tips for interaction & engagement.

- During the live stream sessions, you can use the chat for content-related questions and comments.
- If you are looking for a place to share impressions, insights and experiences and exchange with other participants, head to our Wall of Ideas. While the **Virtual Session Wall** collects insights and key ideas from the virtual sessions from 27-29 April, the **Conference Walls** gather highlights and insights from the plenary sessions on 5 and 6 May. We highly encourage you to react to the contributions of others, rate ideas and content and comment on them.

- Our **Twitter Wall** transfers the lively discussion around the FriEnt PBF 2021 on Twitter to the virtual conference venue. You can follow the discussion about it or join in with own Tweets by sharing insights from the conference.
- You have the opportunity to give us **feedback** on your experience at the Peacebuilding Forum at any time during the conference. This will allow us to learn and improve certain aspects of future conferences.

Networking

- You can find other participants quickly by using the **participants list** via the menu or the landing page. There you can see the personal profiles of other participants, their contact details and, if indicated, learn more about their visions and commitments for peacebuilding practice. You are welcome to exchange views and ideas with them via private messages or email – depending on their privacy settings.
- Whenever you feel like meeting other participants for exchange and networking, you can stop by in our **Meeting Space**. During the conference programme, the Meeting Space is self-organised will not be moderated. During breaks, we will host Getting-to-Know-Each-Other sessions. In these, participants get the chance to quickly introduce themselves and share their networking interests with the others.

Helpdesk / Support

Finally, if you need any kind of assistance before or during the conference, please do not hesitate to contact us via peacebuilding-forum@frient.de.