


How to Conduct a Video Conference with DFNConf?

- 1) Go to: <https://www.conf.dfn.de/>
 - 2) Register and plan a new meeting
 - a. Click button "Veranstalter-Login"
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- b. Choose Institution: Humboldt-Universität zu Berlin
 - c. Login with your HU-Account (≠ Emailaddress, but usually a short combination of your first and last name)
 - d. For English navigation set language to English right upper corner
 - e. Choose the type of virtual room you want to create (meeting room, lecture, telephone conference)
 - f. Give your virtual meeting room a name and optionally add a PIN to set a secure access for participants
 - g. After creating the room, click on the name of the meeting to continue editing the specific settings
 - h. Chose an invitation template. You can simply copy the template or edit as needed before sending out to the participants via email.
 - i. Start your meeting and adapt layout as required.

After you have registered as an organizer via the Login-button an account is created and you are able to create meeting rooms and invitations.

Participants in a meeting do not need their own account, but can also access from facilities that are not members of the DFN Association, e.g. industrial partners or international participants.

Creating a meeting room is done via a uniform, product-independent Interface. Here you have the possibility to create your meeting room and to adapt it based on specific requirements. Features of a meeting room can be, for example:

- the room size (i.e. the maximum possible number of participants),
- access restrictions (PIN, lock room or similar),
- the connection of learning management systems (LMS),
- pure conference calls.

You can use predefined profiles to create a meeting room (e.g. "New Meeting Room" or "New Lecture"). These are individually configurable. Your meeting room remains in your organizer account even after it has been used. So you have the possibility to get a list of your meeting rooms and adjust the meeting rooms. In addition, an invitation mail is generated for each meeting room, which contains all options for dial-in. This allows participants to decide individually which of the offered access methods they want to use.