***Dear participants***,

The course is going to be conducted using an on-line media for broadcasting the lectures and providing a virtual space for the syndicate works. The on-line media for the course broadcasting will be CISCO’s WebEx platform. It will be a challenge for all participants and academic staff to go through a long (almost 7 hours) on-line sessions concurrently with the residential lessons every day during the course. For that reason, please take into consideration the following rules:

* Before the meetings, please make sure that your PC/Laptop software is up to date and there will be no updates waiting for installation;
* If you are attending the course from home, please inform the other family members to avoid using the internet or minimize their access. If your internet connection is poor, try to disconnect the other devices from the internet;
* Join the current session with your camera **off** and your microphone **muted**, and keep them deactivated until the moment you are asked to or want to speak;
* All lectures will be broadcasted through the **virtual studio**. For the syndicate works, dedicated **breakout sessions** will be established where every participant will have his/her place in advance. During the syndicate works only the members of the defined team will be able to interact each other and there will be no possibility for moving between the groups;
* The syndicate work back briefs will be conducted in the virtual classroom and all participants will be directed automatically immediately after the breakout sessions are closed;
* All the course-related materials will be uploaded on the Webex platform as well as on the CMDR COE web platform;
* You can access the CMDR COE web platform through your individual profiles. Once you load the CMDR COE webpage, choose **COI LOGIN** tab. On the subpage you will be asked to fill in your user name and password you should have received after registration for the course then click the tab **My Events** and choose the Crisis Management and Disaster Response Course page. You can download and use all the course materials uploaded there in accordance with the recommendations. Please, be informed that the classification of the course materials is **NATO** **Unclassified Releasable to Partners**. This information is for official use only. It is not a subject of Public Disclosure (e.g. posted on Internet or mass media release);

All participants will receive a **certificate for** **successful completion** at the end of the last day of the course.