

MINI GUIDE on carrying out ONLINE activities/events

Continuing the previous information on the projects implementation in the context of preventing the effects of the COVID-19 pandemic, given the recommended preventive measures, the Interreg V-A Romania-Hungary structures reiterate the importance of taking precautions in the case of activities that involve the simultaneous presence, face to face, of a large number of people.

Thus, we recommend reviewing the activities/events planned within the projects, to identify those that can be implemented/organized online.

If you can identify the opportunity to conduct your events ONLINE, please notify the Joint Secretariat in order to modify the application, regarding:

- ✓ Revision of the description of the planned activities
- ✓ Revision of the related budget.

We recommend that you ensure that project indicators are not adversely affected by online activities and/or events. Remember that, in the case of organizing an online event, indicators such as the *number of participants* can be documented, including by submitting print screens, photos, online attendance lists, number of logs, etc.

Also, we suggest you make sure that you choose a platform or application that technically supports planned activities, such as Zoom Meetings, Google Hangouts Meetings, Microsoft Teams – see details here <https://zoom.us/meetings> or here <https://www.microsoft.com/en/microsoft-365/microsoft-teams/video-conferencing>.

The Interact online library also offers free access to more resources on organizing online events, such as free tools for video stories, or guidance on recording an online event – for more details, please see <http://www.interact-eu.net/library#2940-presentation-free-online-tools-and-resources-video-stories-interact> and https://www.youtube.com/watch?v=sk9MH3fxX18&feature=emb_title.

Please be reminded that in case of events for which total or partial online conversion is not possible and the postponement at a later date is required, there may be changes or delays in implementation that could affect project results and outputs. Thus, the Lead Beneficiary should make use of the contractual provisions available for such situations (modification of the calendar of activities, extension of the project, implementation period, etc.).

To assist you in reviewing and modifying project activities, please contact the Monitoring Officer designated for your project.

Our first priority is the well-being and safety of all of you! Therefore, it is very important to be prepared for and to be able to prevent the spread of the pandemic, with the means at our disposal. We remain committed to working together so that we can provide the necessary support and we can respond promptly and effectively to the challenges posed by current context.