

Information regarding the realization of the refresher course for project manager expertise as a livestream seminar:

1. Attendance check:

The strict attendance requirement for participants also applies to the livestream seminar. To guarantee this, the following criteria must be met:

- The identity of the participant:s will be verified at the beginning of the event. Please have an **identification document** ready.
- The participants must have an **active camera connection** and may not be absent for more than 15 minutes during the entire course day. This will be checked at irregular intervals.
- Participants must log in to the meeting with their full first and last name and be **present for the entire course day**.
- At the end of the course you will be given a **final exam** in multiple-choice format on the Moodle teaching platform. This must be completed within one week. Participation in the course can only be certified after passing the final exam.

2. Technical requirements:

- An **internet-connected end device** must be available (computer, tablet, cell phone).
- The device must have **speakers**, a **microphone** and a **camera**.
- We use **Zoom Meetings** as the platform for the course. System requirements can be found on the Zoom homepage.
- Instructions for participating in Zoom Meetings will be provided on the Moodle teaching platform.

3. Provision of the materials:

The materials will be provided digitally as a pdf 2-3 days before the event. The materials and instructions for using the online platform can be found on the Moodle teaching platform. You will receive the link to the platform after registering for the course.

4. Contact information

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