Rendez-vous videoconference tool: General guidelines for applicants

1. Prepare your computer a few days before the interview

It is strongly recommended to use the browser **Chrome (or Chromium)** for maximum compatibility https://www.google.com/intl/en_uk/chrome/ => the browser must be updated to the most recent version possible.

You need to test your computer’s compatibility at the following address: [https://gouv.rendez-vous.renater.fr/home/test_browser](https://gouv.rendez-vous.renater.fr/home/test_browser)

You can then consult the Rendez-vous user guide: [https://gouv.rendez-vous.renater.fr/home/user_guide](https://gouv.rendez-vous.renater.fr/home/user_guide)

If you do not have a computer to use, you can use a smartphone or tablet. To do so, you’ll need to use the application **Jitsi Meet**, which can be downloaded from the App Store or Google Play.

It is recommended to connect directly to the internet modem with an Ethernet cable rather than using WiFi to ensure a higher quality connection.

2. Test your equipment

Before the interview, you need to check and possibly adjust the configuration of your computer:

- A date and time slot will be sent to each applicant.
- The test will allow you to adjust, if needed, certain settings on your computer (camera access, microphone, image definition), while also verifying the quality of your internet connection.
- Here are a few tips for improving video quality and optimising the internet connection:
  - Remember to close all the applications on your computer.
  - Verify that you are only person using the internet connection at the time of the test or interview.
  - Adjust your camera’s quality to medium or low definition rather than HD.
- Alternative solutions or workarounds:
- Change the location where you plan to have your interview (you can request to redo the test from the new location).
- Connect your computer to the internet via a 3/4G connection using your smartphone (shared connection).
- Use your smartphone or tablet if it has better video quality. In this case, sharing documents will not be possible, but the jury will already have your presentation to hand.

If there is a problem, please contact technical assistance (hotline).

Technical assistance has a hotline that operates Monday to Friday, from 9 am to 12 noon and from 1.30 to 5.30 pm, Paris time (GMT +02.00).

<table>
<thead>
<tr>
<th>Technical tests</th>
<th><a href="https://gouv.rendez-vous.renater.fr/hotline1">https://gouv.rendez-vous.renater.fr/hotline1</a></th>
<th>Assistance only in French</th>
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<tr>
<td>Technical tests</td>
<td><a href="https://gouv.rendez-vous.renater.fr/hotline2">https://gouv.rendez-vous.renater.fr/hotline2</a></td>
<td>Assistance in French/English</td>
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<tr>
<td>Telephone tech assistance</td>
<td>+33 1.44.96.46.40</td>
<td>French/English</td>
</tr>
<tr>
<td>SMS for call-back assistance</td>
<td>+33 6.46.84.78.42</td>
<td>Reserved for applicants outside mainland France</td>
</tr>
<tr>
<td>Assistance via email</td>
<td><a href="mailto:dr16.support-concours@cnrs.fr">dr16.support-concours@cnrs.fr</a></td>
<td></td>
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3. Actions to perform just before the videoconference

Connect

- Before connecting, you are recommended to:
  - restart your computer;
  - stop any background tasks on all your applications, especially other video applications that could limit the functionality of your camera or microphone;
  - stop any activities that use up the modem’s bandwidth (Internet-connected TV, video, games, videoconferences).

- There is no need to connect more than 5 minutes before the interview.
- Use the link provided in the invitation or in the email sent by the Competition Central Service.
- If you are asked for a password, do not type one in. Instead, just click on Enter.
- If nothing happens, that means that the videoconference room for your interview is not open yet.
- Click on Enter from time to time until the videoconference room opens.

Enter your name
Click on the icon  on the bottom right.
Click on the first item in the menu: “me”.
Enter your name in the Pseudo (= Username) field.

4. Technical recommendations during the videoconference

The jury president will greet you when you connect.
Just before the beginning of the interview, you will still be able to adjust the sound and image in the virtual room.

If there are audio feedback problems, turn off your microphone when you are not speaking. The microphone needs a few seconds to adapt/adjust once it is reactivated.

If the video or sound is not working correctly, lower the video’s quality:

- Click on the icon  on the bottom right
- Click on “Ajuster la qualité vidéo (=Adjust video quality)”
- Select a quality level better suited to your internet connection speed

Click on the icon  on the bottom right to go from multi-frame mode to enlarged frame mode.

To change the interface’s language:

- Click on the icon  on the bottom right
- Click on “Paramètres (= Settings)” then “Plus (=More)”
- Select the language

If the jury decides to allow it, applicants will be able to show presentations to the jury through a desktop sharing function. If you are planning to show a presentation, these are the steps for putting it on the videoconferencing application:

1. Open the presentation on your computer.
2. Once you’re in the videoconferencing room, click on “Share” (small TV), the last button on the lower left of the screen.
3. A window opens in the centre of the screen. Click in the middle on “application window” and click on the presentation that you want to share (previously opened) and click on Share (in blue).

4. The presentation is then displayed, but this will cut off your camera.

5. So click on hide at the bottom centre of the screen to have the buttons reappear.

6. Click on the camera button in the bottom centre of the screen to have the window with your presentation appear. The jury members will still be able to see your face, however the window may take a few seconds to appear.

7. To turn off the desktop sharing function, click again on the Share icon in the lower left of the screen.

5. Leave the room

Before leaving the videoconference room, you will be able to share your observations about the videoconference’s technical conditions and functionality with the jury. You can then leave the room by clicking on the icon.

Note: The jury can automatically remove you from the videoconference room if you are unable to do this.