ONLINE MEETINGS, EVENTS AND CONFERENCES

If you would like to organise any online events, we have prepared a summary of the possibilities for all meeting rooms at CEITEC,

In the A35 and A26 buildings, all employees have the opportunity to book a meeting room in the **reservation system** at www.meetings.cesnet.cz/ceitec/, by logging in with your UČO and primary password.

The following meeting rooms are available in the **A35 building**:

Room Number	Floor	Number of Seats/Room Size	Technical Equipment
2S087	2nd below ground floor	16 / 29 m²	Projector with HDMI and VGA inputs
1S102	1st below ground floor	17 / 30,4 m²	Projector with HDMI and VGA inputs
1S065	1st below ground floor	8 / 15,99 m²	None
145[1]	Ground floor	40 / 63,07 m²	Projector, PC, and video conference
129	Ground floor	8 / 19,46 m²	None
211[1]	1st above ground floor	55 / 77,87 m²	Projector, PC, built-in microphone, and video conference

The following meeting rooms are available in the **A26 building**:

Room Number	Floor	Number of Seats/Room Size	Technical Equipment
222	1st above ground floor	27 / 33,28 m²	Projector and PC
329	2nd above ground floor	23 / 23,7 m²	Projector with an interactive whiteboard

CEITEC also has two **mobile sets of TV screens** with a 100cm diagonal and the possibility of connection to a PC. These sets can be moved to anywhere in the building. The screens must be booked in advance at events@ceitec.muni.cz .

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[1] Rooms with PC are equipped with a built-in system with a fixed PC with the possibility of connecting a laptop via HDMI and VGA input. The connection is also possible using a wired internal. Connection to other inputs is only possible with the appropriate compatible adapter. In the rooms, you can use two projectors with the possibility of projection on the front or side wall of the room.

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Also available is the **video conferencing set** (camera, microphone, and loud-speaker), which can be used to meet multiple participants in one room. The equipment must be booked in advance at events@ceitec.muni.cz, who will arrange the set-up by AV technicians.

We recommend the following PC platforms:

- Teams
- Zoom
- Go to meeting
- Adobe Connect

Events can be recorded for later use during online transmission on all of the aforementioned computer platforms. There is no limit to the number of connected subscribers, and there is usually a high transmission quality.

During projection, you can always share the screen with the presentation at the same time as the image of the lecturer(s).

Detailed instructions for using these platforms can be found at the links provided above.