

Your digital parents' evening via edudip next

Are you planning your first digital parent-teacher conference via edudip next and are wondering how you can prepare for the event and what information your participants need? Here you can find out how you can successfully organise your parents' evening on-line via edudip next.

Preparations for your online event

For an optimal presentation you need a microphone and a camera if you want to transmit your video image. If you want to use the screen sharing feature, we recommend using a second monitor. A headset is particularly helpful to avoid disruptive feedback effects when the video stream is active. Applications that block the camera and microphone should be closed beforehand. Note that browsers block camera and microphone access by default. Adjust this in your browser settings.

Meeting or webinar room

Depending on the number of participants, the edudip next meeting or webinar room is available for your digital parents' evening. In the meeting room, up to 25 participants can transmit video and audio. The webinar room allows a larger number of participants, who mostly participate as spectators. Nevertheless, the moderator can activate the image and sound transmission of individual participants. Depending on your subscription, up to 3 co-moderators can be appointed and up to 10 participants can be activated at the same time. With edudip next 1000 you have up to 1000 participants.

Create your online event

You can prepare your parents' evening as an online meeting in just a few steps. Create the individual URL and an optional password for your meeting room. After that, you set the time and date for the meeting. Now you can invite the meeting participants by entering their respective email addresses.

If your event includes more than 25 participants or you are planning on having multiple parent-teacher conferences via edudip next, we recommend using the webinar room. Depending on the subscription, a webinar or a series of webinars with up to 1000 parti-

Participants can be organised. In the webinar settings, you can define the maximum number of available participant places and a registration deadline for participants. You can also specify whether only invited users should attend the parents' evening or everyone who receives the webinar link.

Event participation

Meeting participation via edudip next takes place without prior registration. The meeting room is designed as an open space that can be entered and left at any time using the meeting room link. Anyone with the participation link can take part in the virtual parents' evening. Attendees only need to enter the meeting room and optional password to access the event. The organiser starts the parents' evening logged into edudip next so that the software can recognise the main moderator.

Webinar participation takes place via registration form. Participant information such as email address, first name and surname will be requested. The organiser can also quickly and easily import the participant contacts in the form of an Excel document. The invitations are sent out by edudip next.

How to avoid disruptions

Speakers, Co Hosts and active participants are recommended to participate in the event over their PC, because an Ethernet connection is preferable to WLAN for stable image and sound transmission. Nevertheless, the remaining participants should also check their technical requirements and always update their browser software and operating system. Since edudip next is browser-based, outdated software can lead to technical problems. We recommend using the latest version of Mozilla Firefox or Google Chrome for an online event via edudip next.

Slow internet can also lead to interruptions in the transmission of sound and images. Active participants also need sufficient bandwidth for optimal transmission of sound and video. In webinars, a download speed of at least 16 Mbits/second and an upload speed of around 3-5 Mbits/second is recommended. If up to 25 video streams occur simultaneously in a meeting, each participant needs a bandwidth of 50Mbit / second for interference-free reception of sound and video. If a participant has insufficient bandwidth, deactivating the video stream can significantly improve the sound transmission.

More tips and tricks

Remember to inform participants who register for the parents' evening on your landing page about important content and technical requirements by attaching all important content and information about the digital event to the confirmation email.

If you would like to record the online attendance during the parents' evening, we recommend that you use the webinar room. In the webinar administration you can export the list of attendees at the end of the event under „[Last registrations](#)“. The saved list also contains the time at which the participant entered the webinar room and the attendance time of the participants in minutes. You can also export the chat history at the end of the event under the menu item „[Webinar Follow-Up](#)“. These features are not available to you when using the meeting room.

You should enable the recording function in advance if you want to record the event and then make it available to all attendees. If the parents' evening has already started, spontaneous recording in the webinar room is no longer possible. Only the meeting room offers spontaneous recordings.