**HOW TO USE THE WEBCONFERENCING COVID19 CLINICAL MANAGEMENT SUPPORT SYSTEM ( COVID19 CMSS)**

Dear Sir or Madam,

Your Country authorities have designated you as a clinician or a case manager who would like to use the Web conferencing system COVID19 CMMS provided by the European Commission.

COVID19 CMMS serves to allow clinicians like you to communicate easily with any other colleague across the EU and EEA to exchange knowledge and discuss cases of patients affected by Covid19.

Please find hereunder the procedures and steps to request a web conference with healthcare professionals located in your country or abroad.

You can ask for setting up a Web conference **every working day from 08:00 to 23:00**. In case of need a support helpdesk will be also available during weekends.

Attached, you will find the following documents:

1. a **factsheet** describing the COVID109 CMSS platform
2. a **short tutorial** on how to use the Webex conference system and
3. **the list of participant hospitals and clinicians** including their contact details (name, email address and telephone number) that you may decide to contact

How to request a WebEx conference:

1. **Identify the Hospital (s) and clinician (s)** that you would like to contact by reviewing the attached Excel sheet: **COVID19\_Network** (you will receive an updated list periodically).

If you would like to invite a not listed clinician, you can provide us the name and email address, as well as hospital and country of reference;

1. **Copy the below template** into an email, fill it with the requested information and send it to our HELPDESK email :SANTE-COVID19@ec.europa.eu.
2. **The helpdesk** will email to you the Web-conference link and instructions to the host the meeting. All the participants selected by you will receive from our helpdesk an email inviting them to the Web-conference and including your name as host of the conference, the date and time.

In case of doubt or need of support, please do not hesitate to contact us SANTE-COVID19@ec.europa.eu

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| --- | --- |
| Name of organiser | Your name  |
| Email of organiser  | Your email address |
| Date of the meeting | Day/Month format |
| Time of the meeting | CET (Brussels time) 24 hours format (f.e. 17:00 ) |
| Name of the meeting | COVID 19 Conference |
| Name of participantsEmail of participants |  |
| Short description of the meeting | This field is not mandatory |