How to use the animated slide presentation
What you need to know about the first steps of the asylum procedure

The EUAA developed a dedicated **toolbox for access to the asylum procedure** according to the communication methodology of the Let's Speak Asylum project. This project aims to support authorities in their duty to provide information to applicants for international protection. The toolbox includes:

- a **practical guide** for first-contact and registration officials (*Practical Guide on Information Provision – Access to the asylum procedure*) which includes guidance on what information needs to be delivered to applicants as well as tips on how to communicate information.
- a **brochure for providing information to applicants for international protection at the registration / lodging stage** (*What you need to know about access to the asylum procedure*).
- a **poster on self-identification of vulnerabilities and special needs**.
- a **poster on international protection.**
- a **poster on the steps in the asylum procedure**.

The materials are already available in several languages. The EUAA will continue uploading translations to the Let's Speak Asylum Portal of the non-EU languages most commonly spoken by applicants for international protection.

The materials complement each other. They use simple and easy-to-understand text supported by self-explanatory visuals to support the understanding of the key messages, including applicants that are less literate. These tools have been tested and piloted with applicants for international protection to ensure this.

Additional materials will be developed in the future for information provision during the personal interview and when notifying the applicant of the decision. The materials will be gradually added to the toolbox.

Purpose of the animated presentation

- The animated presentation aims to provide applicants for international protection with information on access to the asylum procedure. It includes information and topics which are relevant for the applicants during the first contact (making an application).

When and with whom to use the animated presentation

The purpose of the presentation is to provide information to persons who wish to apply for international protection, either upon entry to the territory or at the beginning of the registration of the making or lodging of the application.

The animated presentation is especially relevant during the first contact with applicants, including vulnerable persons and children, in situations of mass arrivals.

Available formats

The animated presentation is a PowerPoint presentation which is available in two versions:

- generic version with information applicable in all Member States;
- version to be customised by the Member States by filling in specific information.

The non-editable generic presentation is available for download on the Let's Speak Asylum Portal in 2 versions: slideshow with animations; and manual slideshow (without animations).

The version to be customised by the Member States includes yellow fields where specific information should be included and provides guidance on the content of the additional information (slides 2, 9, 10, 11, 12, 31, 47). This includes, for example, additional specific information about the steps to be followed, timelines, additional rights, and contact details.

The customisable versions can be requested at asylum.processes@euaa.europa.eu.

The national authorities are encouraged to provide additional specific information in the animated presentation and/or during the information provision sessions.

How to use the animated presentation

This product is very flexible and can be used in various ways. This can include the below formats:

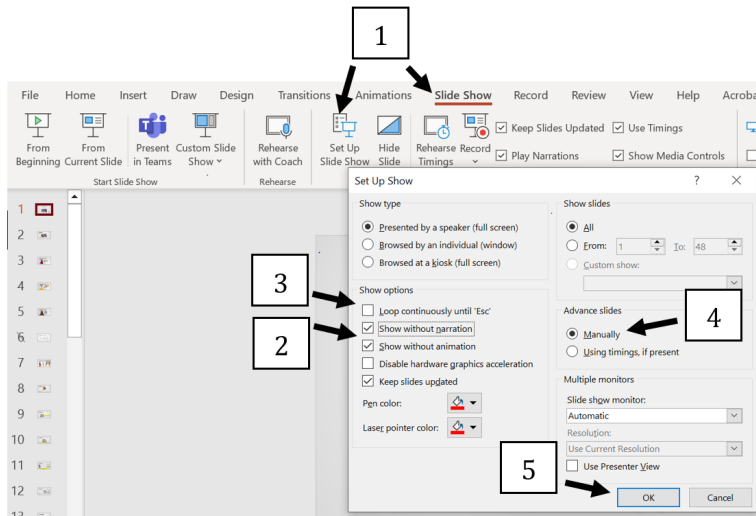- **Slideshow supporting information provision sessions**

The customisable presentations are set as a manual slideshow by default, which can be used to support the information provision sessions. The presenter moves the slides manually. A key advantage of this use is that additional explanations can be added during the session.

You will find more guidance and practical tips on how to communicate and how to organise group information sessions on the Let's Speak Asylum Portal methodology page.

If needed, animations can be enabled by changing the setting:

1. Go to 'Slide Show' tab and then' Set Up Slide Show'.
2. Unclick 'Show without narration, Show without animation'.

3. (Click on 'Loop continuously until Esc' if you need to play the animation in a loop).
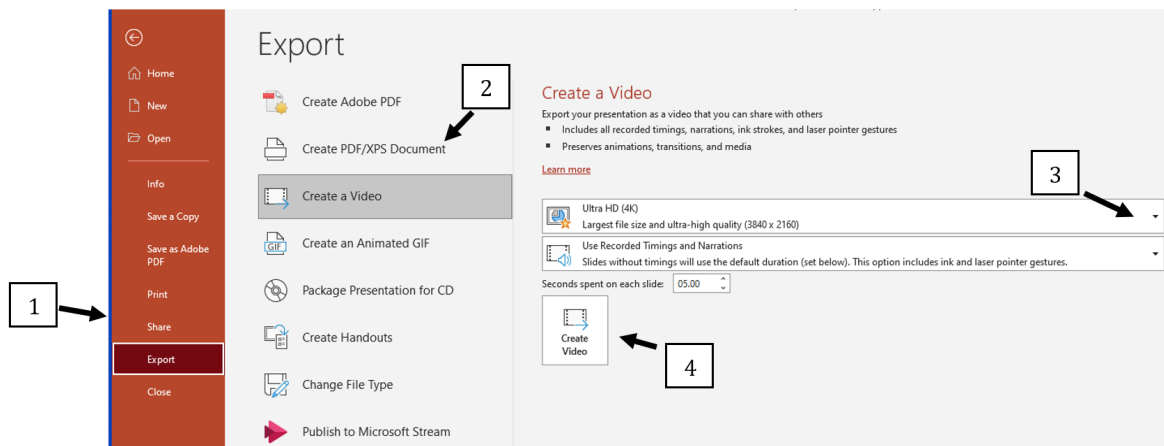4. Click 'Using timings' instead of 'Manually'.
5. Click 'OK'.

- **Video**

1. The presentation can be played as a video to a group of persons that speak the same language, or it can be watched by individuals on a smartphone. The generic video to be played on smartphones can be found here.

Please follow the steps below to convert the customised presentation into a video to be uploaded on a relevant website. Consider creating a QR code to ease the access.

To turn the presentation into a video, go to 'File' and

6. Click 'Export'.
7. Click 'Create a Video'
8. Choose 'Ultra HD' quality
9. Click 'Create Video'

2. The presentation can be played as a video in different language versions on a loop in common areas.

For this purpose, it is recommended to copy all relevant slides into one presentation and create a video (see above).

Important. Explain where the applicants can receive further information if they have any questions after watching the video.

- **Printed slides**

The presentation can be printed and handed to applicants so that they can later revisit the information. The slides should be printed in A5 format, meaning one slide per page.

Recommended slides for printing the generic version

Slides 1, 2, 6, 7, 8, 9, 10, 11, 19, 20, 21, 22, 23, 28, 29, 30, 37, 38, 45, 47

Recommended slides for printing the customised version

Slides 1, 2, 6, 7, 8, 9, 10, 11, 12, 20, 21, 22, 23, 24, 29, 30, 31, 38, 39, 46, 47, 48

The EUAA remains available if support is needed with amending the customisable product. Please contact the EUAA Asylum Processes Sector Asylum Processes at asylum.processes@euaa.europa.eu for additional support.