



Co-financed by the European Regional Development Fund

Inspire Policy Making with Territorial Evidence

E-learning on the Territorial Impact Assessment (TIA) tool

Webinar Instructions

ESPON Transnational Outreach
October 2018

How to join the Webinar

1. Click and join at the specified time and date:

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

- TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). **A headset is recommended**

- --OR-- USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers indicated in the reminder email.

Access Code: Access Number

Audio PIN: Shown after joining the webinar

- Webinar ID: 675-644-771

Webinar Instructions

- A link will be automatically sent by the webinar platform to all the registered participants so you can join each Webinar session.
 - *Please be ready on-time so you can solve any issues during the 15minutes of preparation before the start of each session*
- Audio will be played through your **computer speakers or headset.**
- If you encounter any technical problem, please try **to close and restart** your browser
- If you cannot hear any sound, please check the **sound settings** of your computer
- As the Webinar is a live event, we **cannot provide individual technical** assistance

How to take part?

- In order to assure the smooth running of the Webinar, we will have space for longer *Questions & Answers* in the final part (see Agenda on <https://www.espon.eu/e-learning-tia>)
- *During the presentation, the microphone of all the participants are automatically muted by the platform*
- *You can however **WRITE QUESTIONS** or **RAISE HAND** at any time during the presentation*
- The organizers will give floor to content related questions during the presentation, grouping 4/5 questions per each interruption;
- *If you wish to raise a question during the Q&A, please write your question on the chat at any moment; the moderator will inform the speaker of your question and unmute your microphone*

Follow-Up of the Webinar

- The Webinar **will be recorded** and the link to the recording will be shared with all the registered participants
- **By the end of the each Webinar session**, a **feedback form** will automatically open in your browser.
- We kindly ask **2 minutes** of your time to provide us with your valuable feedback.



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Thank you

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