Technical assistance for the implementation of the Sector Policy Clean Energy Cooperation with India (CECI): Legal and policy support to the development and implementation of energy efficiency legislation for the building sector in India (ACE: E²)

This project is funded by the European Union

Guide on how to connect and participate to the webinar

Dear Sir/Madam,

In order to join the webinar session, an internet connection and headset on the computer are required. Please observe the following steps.

Step 1: Registration

The organizer of the webinar has already sent you an invitation letter, containing a register button. Please click on that button to register that appears in the received invitation letter.

You will be asked to enter the required registration information. Please complete the form and click register button, as it is showed in the next picture.

Title of the webinar

Thu, May 17, 2018 3:00 PM - 4:00 PM EEST

Show in My Time Zone

*Required field

First Name*

Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

After entering your information, the webpage will show you the next message. If you want to add this event to your personal Calendar, please feel free to do so by clicking "Add to Calendar" button. You may now close your browser.

You're Registered!

Title of the webinar

Thu, May 17, 2018 3:00 PM - 4:00 PM EEST

Add to Calendar ˅

At the time above, join the webinar.

Before joining, be sure to check system requirements to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: webinars@exergia.gr

To Cancel this Registration

You may cancel your registration at any time.

A few minutes after the registration, an automated confirmation e-mail will arrive. This e-mail will contain webinar's information and some technical instructions. The "Join Webinar" button should be used right before the actual time of the webinar and, by clicking it, you may join the webinar.

Dear (Name),

Thank you for registering for "Title of the webinar".

Please send your questions, comments and feedback to: webinars@exergia.gr

How To Join The Webinar

Thu, May 17, 2018 3:00 PM - 4:00 PM EEST

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the link to join the webinar at the specified time and date:

<div align="center">

Join Webinar

</div>

Note: This link should not be shared with others; it is unique to you.

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.

Webinar ID: 611-045-491

3. Technical guides on how to join and participate in the webinar have been provided with the invitation letter (also available here).

4. The duration of the webinar is expected to be 1 hour.
Participants can submit written question throughout the duration of the webinar.
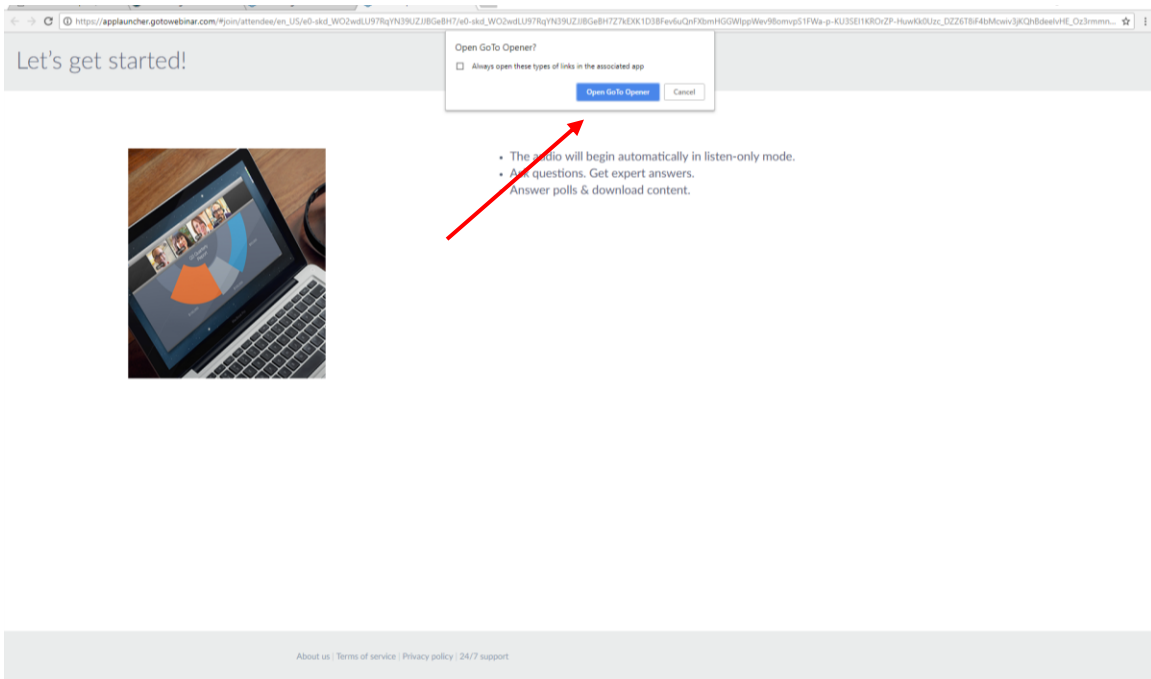
To Cancel this Registration

If you can't attend this webinar, you may cancel your registration at any time.
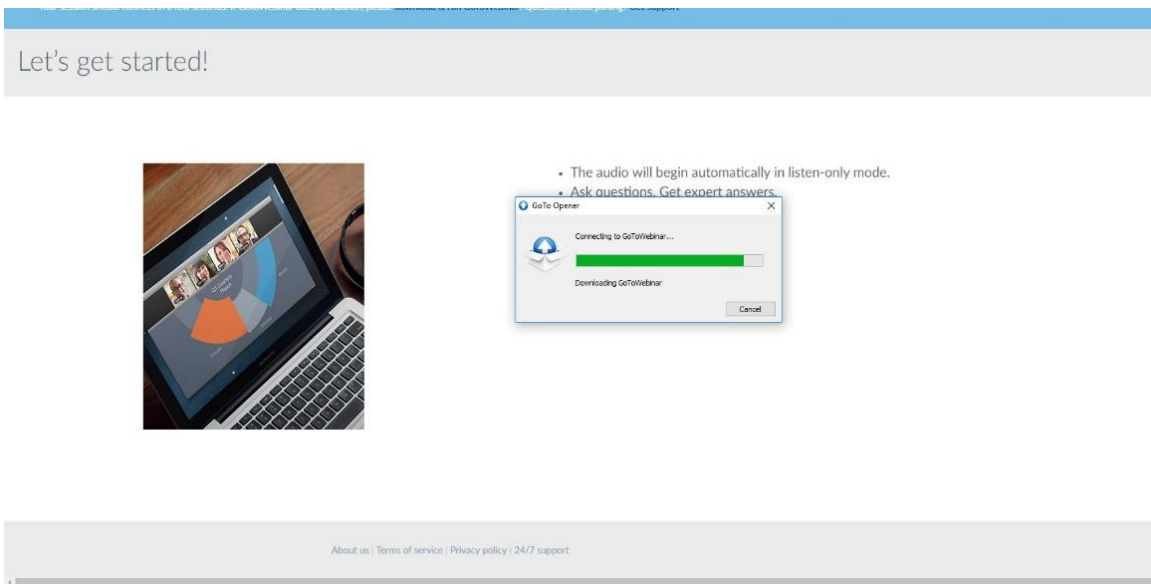
Step 2: Join the webinar

One hour before the webinar, you will receive a reminder e-mail containing the same information as confirmation e-mail. When the time is close, please click the "Join Webinar" button.
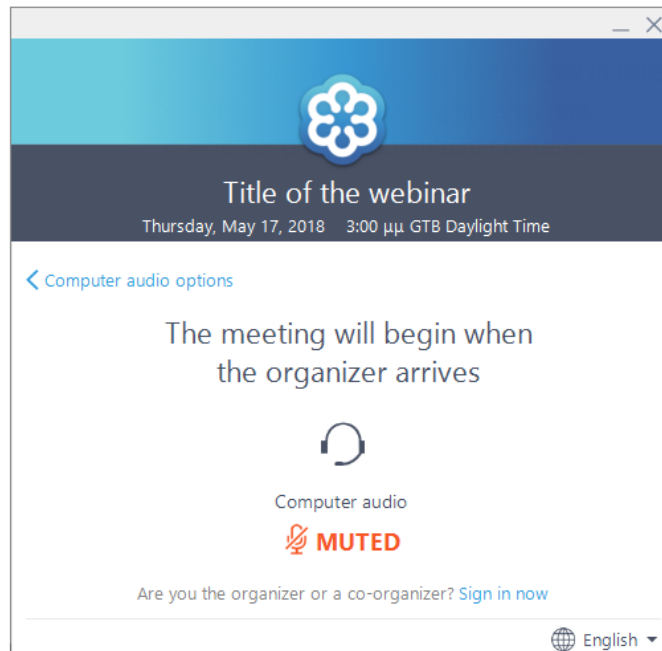
When you click it, a link will open and, then, please click "GoTo Opener" in the pop-up message, in order for the software to be downloaded in your computer.

Then, the downloaded software will install the application on your computer, as it is shown in the next picture.
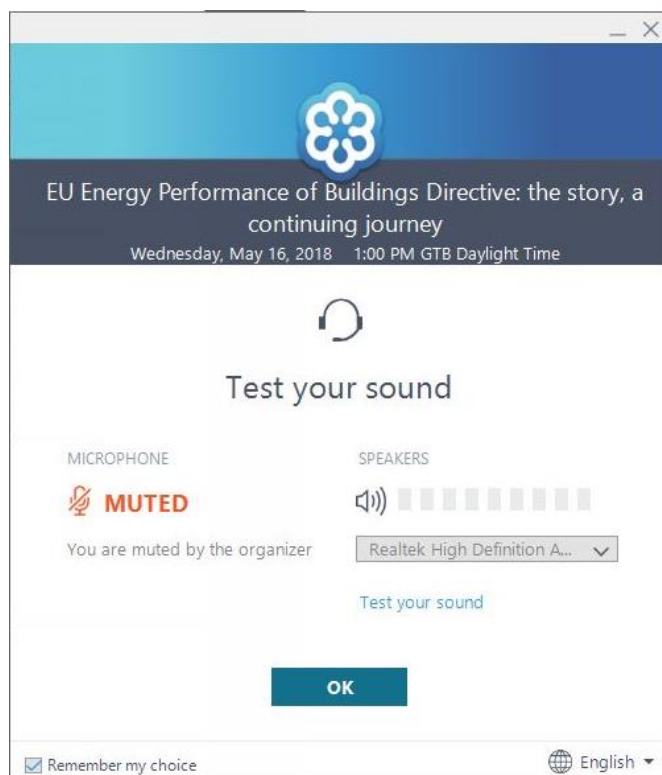

If you have joined to the webinar session a few minutes before the organizer, a "Waiting for organizer" screen will appear.

When the organizer arrives, this window will disappear, and the webinar will begin.
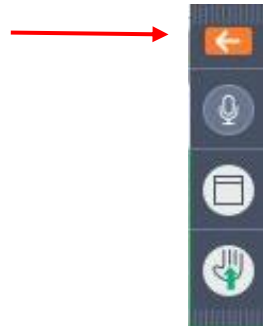
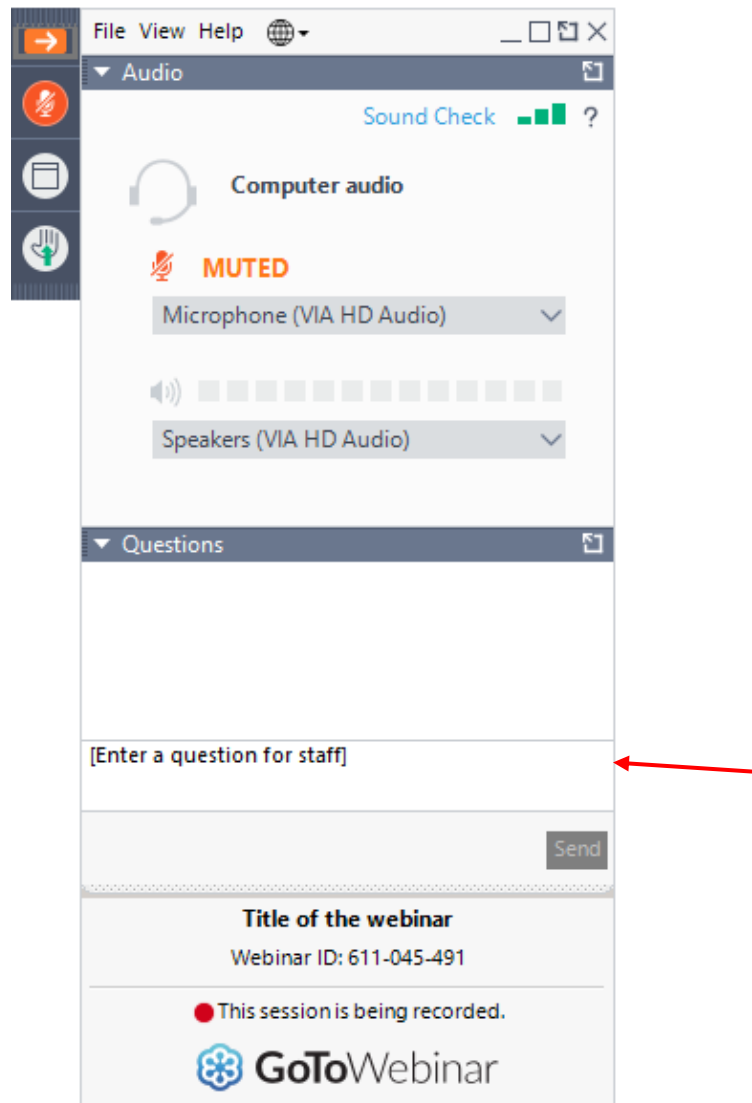On the other hand, if you join in after the organizer, the next window will open and then the webinar will start.

As you can see, the microphone is muted by default, since no participant may speak during the webinar.

Step 3: Participation

A control panel will appear minimized in the right top corner of your screen. Please make sure that you click the orange arrow to expand it.

Then, you will have access to the full control panel. Once the presenter starts his presentation, you will also see it on your screen.
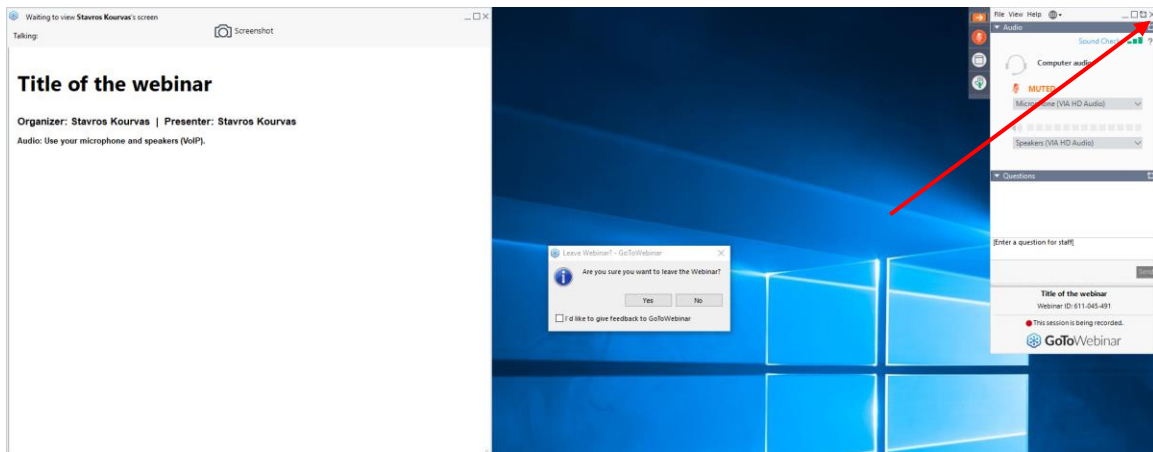
As it was mentioned earlier, in order to ensure clear audio sound, you will not be able to speak during the webinar, but **you may send your questions to the presenter** by entering your question in box shown above. The questions can be sent any time during the webinar.

When the presenter will finish his/her presentation, you will automatically be in the waiting room (window on the left in the picture below). Then, you can listen the questions and answers session.

The presenter, during the discussion period, will read out loud the question, and then, he/she will answer it. Please note that the organizer may group similar questions to be answered within the time frame of the webinar.

If you want to exit the webinar, you may click the X button on the right of the control panel.

For further information, please see the following support page:
https://support.logmeininc.com/gotowebinar/how-to-join-attendees

Step 4: Evaluation

After the webinar, an evaluation form will be automatically sent to your e-mail account. This survey should take no more than 2-3 minutes of your time to complete. Your views would be much appreciated.