

## **AWICS Webinar Explanatory Note**

### **Registering**

- Find the relevant webinar on the AWICS website or via one of our newsletters and follow the link to the registration page.
- The registration page for your chosen webinar will allow you to pay the webinar fee using a range of preferred payment methods via PayPal. Alternatively, if you are a public organisation or housing association or if you have an account with us you can opt to pay by invoice.
- Upon successful registration, you will be redirected to a thank you page where you can download a reminder for your calendar. You will also receive a confirmation email with a personal link to the webinar.
- You will receive additional reminder emails for the upcoming webinar three hours in advance as well as 15 minutes before the seminar.

### **On the day**

- Find a quiet, comfortable space where you do not expect distractions. To help you focus, you may also want to use a pair of headphones to block unwanted sounds. Ideally, allow a few minutes to settle in and to feel comfortable in your environment.
- Shortly before the scheduled time for the webinar, click on the link in your invitation email. A browser window will open. The window will display a countdown to the upcoming webinar. At the specified time, the webinar will open.

### **During the webinar**

- During the webinar, you will see the presenter(s) and the presentation(s) on the left hand side of the browser window. Generally, during the webinar, only the presenters will be audible and / or visible in the webinar.
- To the right of the screen, you will see an attendees' menu bar. Here you can interact with fellow attendees by posting questions during the webinar. We will respond to your questions during the webinar.
- At different times during the webinar, we may also invite you to a poll. You can access polls and the result of a recent poll in the attendees' menu bar.

### **After the webinar**

- After the webinar, you will receive an automatic link to the video recording of the webinar where you may replay the video within a specified timeframe. You will receive electronic copies of the presentation(s) and a briefing paper on the subject of the webinar. We will also ask you to provide us with feedback on how we did.