

REACH 2013- Act Now! Webinars

Registration process II:
Technical Completeness Check,
Invoicing and Payment

22 November, 2012
11:00 - 14:00 Helsinki Time (GMT +3)

Webinar guide for attendees

- Audio Broadcast
- Interaction in the event
- Questions and answers
- Phone service
- ECHA Helpdesk
- Programme

Audio Broadcast



- Audio for each event will be available directly through the Event Centre tool
- Make sure the **sounds are enabled** on your computer. For optimal sound quality, **use headphones**
- As attendees join the event, they will be connected to the audio broadcast. The **audio broadcasting** panel, where attendees can control audio volume **opens automatically**
- Communication with panelists takes place through the questions and answers panel (see next slide)
- If you are **not connected to the audio broadcast**, you can connect to it by selecting "Communicate" from the top menu and "Join audio broadcast".

Interaction in the event

The screenshot shows a 'Participants' panel with a header bar containing 'Participants' and 'Q&A' buttons. Below the header, there is a 'Participants' section with a dropdown arrow. Underneath, there is a 'Name' column and a 'Tools' column. A dropdown menu is open, showing 'Panelists: 1' and 'Attendees:'. Under 'Panelists', there is a list item for 'Rasmus Johansen (Host)'. Under 'Attendees', there is a list item for 'Ian Newbury'.

Panelists and Presenters will be listed here.

If you have a question, type it here:

Use the drop-down list and select "All panelists" before you send your question

Click Send

Await your answer.

The screenshot shows a 'Q&A' panel with a header bar containing 'Q&A' and a dropdown arrow. Below the header, there is a section for 'All (0)'. At the bottom, there is an 'Ask:' label, a dropdown menu showing 'All Panelists', a text input field containing the placeholder text 'Select a participant in the ask menu first and type your question here. There is a 256 character', and a 'Send' button.

Questions and answers

- **Submit your question** via the Q&A panel from 11:00 to 12:40 (GMT+2).
- **ECHA Helpdesk and ECHA experts respond to your questions**
 - directly via the Q&A panel,
 - on the phone after the Webinar, or
 - following the formal route of the ECHA Helpdesk
- **Important:**
 - If you log a question, **monitor the Q&A panel** for our response, and
 - **remain logged-in** to the Webinar, it remains open until 14:00 (GMT +2).

Phone service

- We may decide **to call you** after the Webinar
- **Important:**
 - We **inform you via the Q&A panel** about our call.
 - We propose a time slot after the presentations.
 - We ask you to **confirm your phone number**.

ECHA Helpdesk

- We provide support on ECHA's IT tools and advice on REACH & CLP obligations
- Submit your question via the ECHA Helpdesk contact form: <http://echa.europa.eu/en/web/guest/contact>

and select the option according to the nature of your question.

- After you have received the acknowledgement of receipt we answer within 15 working days.

Webinar programme

11:00 – 11:10 Introduction

Speaker: Salla Gynther

11:10 – 11:25 Technical Completeness Check

Speaker: Terhi Rantala

11:25 – 11:35 TCC Plug-In

Speaker: Saara Sumiala

11:35 – 11:50 How to avoid unexpected fees in your registration

Speaker: Raluca Pica

11:50 – 12:05 BREAK (15 MINUTES)

Webinar programme

12:05 – 12:15 Invoice Information in REACH-IT

Speaker: Martin Hajas

12:15 – 12:30 Best practice for paying ECHA invoices

Speaker: John Wickham

12:30 – 12:40 Key messages and Conclusion

Speaker: Salla Gynther