

# Webinar on Substance Evaluation

5 October, 2012  
11:00 - 13:00 Helsinki Time (GMT +2)

## **Webinar guide for attendees**

- Audio Broadcast
- Interaction in the event
- Questions and answers
- 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 software interface with two tabs: 'Participants' and 'Q&A'. The 'Participants' tab is active, displaying a list of participants. At the top, there is a header with a dropdown arrow and the text 'Participants'. Below this, there is a sub-header 'Panelists: 1' and a list item 'Rasmus Johansen (Host)' with a green status indicator and a bar chart icon. Below that, there is a sub-header 'Attendees:' and a list item '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 the 'Q&A' tab in the software interface. At the top, there is a header with a dropdown arrow and the text 'Q&A'. Below this, there is a sub-header 'All (0)'. The main area is empty. At the bottom, there is an 'Ask:' section with a dropdown menu showing 'All Panelists'. Below the dropdown is a text input field with a placeholder text: 'Select a participant in the ask menu first and type your question here. There is a 256 character'. To the right of the input field is a 'Send' button.

## Questions and answers

- The ECHA experts respond to your questions
- During the presentations, you can submit questions to the webinar panellists using the Q&A panel
  - Webinar remains open for one hour after the end of the presentations
- Once you have asked a question, a panellist may do one of the following:
  - Provide a direct answer to your question, using the Q&A panel
    - **If the question is of general interest and does not contain confidential information, this will be shared together with the answer to all the participants**
  - Advise you to submit your question using the Helpdesk contact form ([http://echa.europa.eu/about/contact\\_en.asp](http://echa.europa.eu/about/contact_en.asp)), for difficult questions.

## Questions and answers

- For questions answered through the Q&A panel
  - Submit your questions until **13:00 (GMT+2)**
  - Until **14:00 (GMT+2)**, panelists will continue to provide individual answers to participants via the Q&A panel
  - If you have not received an answer before the end of the presentations, **do not log off!**
- For questions answered via the Helpdesk form
  - You will receive an acknowledgment receipt
  - You will receive an answer within 15 working days

# Webinar programme

## **11:00 – 11:15 Introduction**

*Speaker: Marco Valentini*

- Practical information on the webinar tool and on the handling of questions
- Introduction to the webinar

## **11:15 – 11:45 What is Substance Evaluation and CoRAP?**

*Speaker: Claudio Carlon*

- Scope and actors
- Relation to other REACH processes
- Selection of substances
- Timing for CoRAP updates
- Impact on registrants' activities

# Webinar programme

**11:45 – 12:00 Break**

**12:00 – 12:30 Role of the registrant**

*Speaker: Pia Korjus*

- What to do if my substance is in the CoRAP
- Key steps in the procedure if data are requested on my substance
- Coordination among registrants of the same substance

**12:30 – 12:45 Key messages**

*Speaker: Marco Valentini*