

Participant Guidelines

MSW Webinar Series

Transitioning from Open Dumps to Sanitary Landfills

Thursday 13th and Friday 14th November

Live streaming during the following time zones:

10:00 Vienna	12:00 Addis Ababa	17:00 Kuala Lumpur	16:00 Bangkok	18:00 Osaka
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A few days before the scheduled Webinar

1. Please check that you have the following media files installed on your computer
<https://iswa.webex.com/iswa/systemdiagnosis.php>
2. Make sure you have a headset (or built in speakers for your computer). A headset will provide better quality sound



15 minutes* before the Webinar is scheduled to start

(It is important to sign in early as technical support will be limited during the streaming of the webinar)

1. Open the appropriate link listed below:

Link for Thursday 13th [Join WebEx meeting](#) (password Thursday)

Link for Friday 14th [Join WebEx meeting](#) (password Friday)

2. If requested, enter your name and email address
3. If a password is required, enter the meeting password as above
4. Click "Join"
5. Select "Call using Computer"

Please see next page for detailed instructions.

Thursday, October 9, 2014 | 2:46 pm Europe Summer Time (GMT+02:00) | 1 hour | ● Started

Host: ISWA GS [Add to My Calendar](#)

▶ [More information](#)

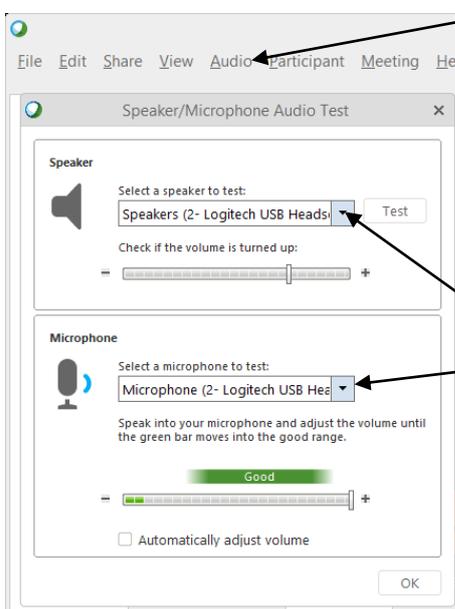
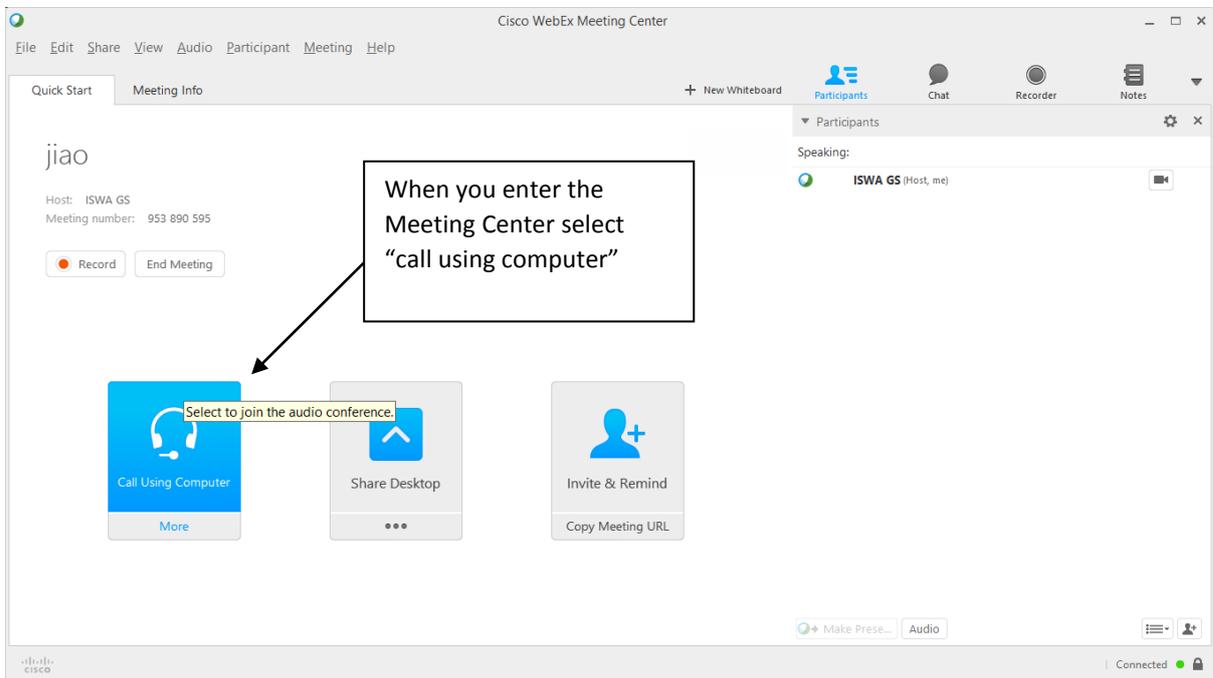
Your name:

Email address:

If you are the host, [start your meeting](#).

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Once you open the web link you will be asked to enter your name, email and most likely also the password



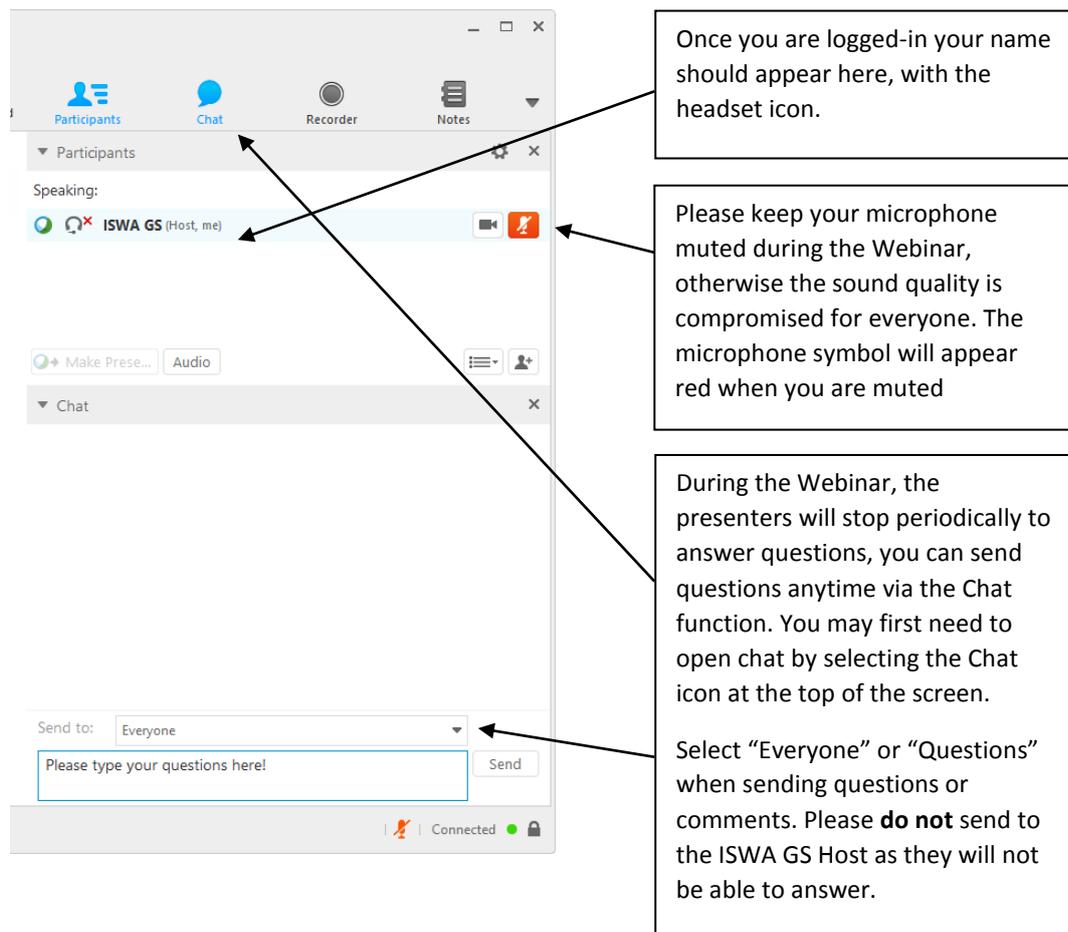
Make sure you have the right audio settings, select "Audio" from the menu bar at the top of your screen, then open "Speaker/Microphone Audio Test"

Select from the drop down menu the speakers and microphone belonging to your headset and carryout test.

During the Webinar

Kindly ensure that your web camera is switched off and your microphone is muted. We would like to encourage interaction during the webinar, however due to the volume of participants we need to manage interaction via the chat function (meaning you will need to type any questions you have). See figure below for using the chat function. Please send your questions to “All” or “Questions” using the dropdown menu

The right side panel of your screen should appear similar to the figure below.



The image shows a screenshot of a webinar interface. At the top, there are icons for Participants, Chat, Recorder, and Notes. Below this is a 'Participants' list showing 'ISWA GS (Host, me)' with a red microphone icon indicating they are muted. A 'Chat' section is visible at the bottom with a dropdown menu set to 'Everyone' and a text input field with the placeholder 'Please type your questions here!'. Three callout boxes provide instructions: 1. Points to the 'Chat' icon: 'Once you are logged-in your name should appear here, with the headset icon.' 2. Points to the red microphone icon: 'Please keep your microphone muted during the Webinar, otherwise the sound quality is compromised for everyone. The microphone symbol will appear red when you are muted.' 3. Points to the 'Send to' dropdown: 'During the Webinar, the presenters will stop periodically to answer questions, you can send questions anytime via the Chat function. You may first need to open chat by selecting the Chat icon at the top of the screen. Select “Everyone” or “Questions” when sending questions or comments. Please **do not** send to the ISWA GS Host as they will not be able to answer.'

Following the webinar

Your feedback is important to us, so please take the time to complete the brief survey at the end of the webinar.

In case that you have any questions that are not answered during the webinar, please log into the CCAC MSW Initiative Knowledge Platform <http://waste.ccac-knowledge.net/> and post questions at <http://waste.ccac-knowledge.net/content/ask-expert>

The webinar will also be recorded the link will be available shortly after the live streaming at <http://waste.ccac-knowledge.net/content/webinars-online-training>