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:

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00</td>
<td>Vienna</td>
</tr>
<tr>
<td>12:00</td>
<td>Addis Ababa</td>
</tr>
<tr>
<td>17:00</td>
<td>Kuala Lumpur</td>
</tr>
<tr>
<td>16:00</td>
<td>Bangkok</td>
</tr>
<tr>
<td>18:00</td>
<td>Osaka</td>
</tr>
</tbody>
</table>

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.
When you enter the Meeting Center select “call using computer”

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 carry out 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.

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