

JOINING INSTRUCTIONS

CLIMATEUROPE WEBSTIVAL 2 – 17TH SEPTEMBER 2020

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1 WELCOME

Climateurope would like to extend a warm welcome to participants of its second online 2020 webstival. Here we are providing you with the information you need about the second webstival, including the link to the online Zoom meeting.



2 AGENDA – Please note that all timings are in CEST



Menu
agenda



climateurope
WEBSTIVAL 2

Thursday 17th September

OPEN 09.00 TO 13.00 CEST (-1hr BST)

ANTIPASTI

Icebreaker – 09.05

Adaptation game: You decide - Be a city climate adaptation coordinator for “weatherton”
Pontus Wallin, Swedish Meteorological & Hydrological Institute

Welcome – 09.45

Welcome, notices & overview of the ClimateEurope Webstival journey so far
Chris Hewitt, UK Met Office

Climate Services & Business Model Innovation – 10.00

14 services developed, their value proposition & marketability
Jaroslav Mysiak, Francesca Larosa, Carolina Cantone & Stefano Bagli, Horizon 2020 CLARA Project

Palate Cleanser- 10.30

PIZZAS

Planning Urban Adaptation: A New Tool – 10.45

A practical guide & case studies on adaptation & urban planning
Lea Kleinenkuhnen, Climate Alliance

The Horrible 1921 Drought: A Story For The Future? – 11.10

Using historical information to understand future climate risk
Janette Bessembinder, Royal Netherlands Meteorological Institute

Understanding Future Soil Erosion: A New Tool – 11.35

Assessing climate change impacts on soil erosion
Guido Rianna & Monia Santini, Euro-Mediterranean Center on Climate Change

Coffee – 12.00

DOLCI

Speed Networking – 12.15

An interactive opportunity to meet the ClimateEurope community
Ralf Toumi, Imperial College London

What is Next? – 12.45

Future Webstivals, events & a creative surprise
Lola Kotova, Climate Service Center Germany

**CLIMATE INFORMATION
AT YOUR ‘SERVICE’**



With compliments the ClimateEurope chefs!

3 JOINING INSTRUCTIONS

The webstival will take place using the Zoom platform. Please use the URL and password provided in the section below. It is recommended that you attend the meeting via the Zoom app downloaded to your desktop or your mobile phone. This will allow for a better meeting experience and also access to tools we want to use. However, if you can only access the event via the browser, Chrome is the recommended browser. If you can only access the event via telephone, contact the Climateurope team who can supply you with a toll-free telephone number. Contact participate@climateurope.eu or paula.newton@metoffice.gov.uk if you have any questions or problems with the Zoom meeting.

Topic: Climateurope Webstival 2 - 17th September 2020

Time: Sep 17, 2020. Open from 08:00 Central European Summer Time (CEST); 07:00 UK Time

Join Zoom Meeting:

<https://us02web.zoom.us/j/84173770762?pwd=Mko3RU1vRnZtUS91QXRsTUhmTDBnQT09>

Meeting ID: 841 7377 0762

Passcode: 108546

3.1 LINKS YOU WILL NEED FOR THE WEBSTIVAL

When you attend the meeting, you will be prompted to enter your name. Please type your full name and your organisation (e.g., Paula Newton – UK Met Office), so it is easy to identify you.

3.2 ICEBREAKER – SMHI Climate Adaption Game

For the September webstival the Swedish Meteorological and Hydrological Institute (SMHI) adaptation game will be used as the Icebreaker. The SMHI team will lead the session and provide you with instructions on what to do. You **will not need to access the game** yourself, the only thing you will need to do is use the polling feature within Zoom and join in the chat. The polls will be controlled by the Zoom host and will pop up on your screen if you are using the app. If you are joining the meeting via your browser the polling feature will not work for you, therefore, you will be asked to provide your vote via the chat feature in Zoom.

You will be making climate adaptation decisions as a team using the polling feature, with the most popular answer being the option that will be selected.

About the game:

In the Climate Adaptation Game, you make the city Weather-ton more resilient to extreme weather. You learn more about how climate change affects our society and find solutions to deal with it. It gives you practice in grasping complex contexts, enhances your analytical skills and capability to solve problems.

You can find out more about the game by visiting the following website:

<https://www.smhi.se/en/climate/education/adaptation-game-1.153788>

Please don't play the game prior to the webstival, as you will spoil the fun!



3.3 SPEED NETWORKING SESSION

In the speed networking session you will be randomly allocated into a breakout room with a small number of other participants. **This is your chance to expand your network and create new connections!**

Before the session we will provide you with a few questions to keep those conversations flowing, but this is your opportunity to get to know each other, so don't feel the need to discuss these questions if your room is already buzzing with conversation.

We hope you all take the opportunity to establish new connections in this session, however if you do not want to/or cannot participate in the speed networking could you please leave the meeting before the breakout rooms are created (we will announce when this will happen) and rejoin once it is over @12:45(CEST) so that you are not randomly placed in a breakout room.

Don't forget to rejoin @12:45(CEST) if you leave the meeting, you don't want to miss our creative surprise at the end!

3.4 WEBSTIVAL ETIQUETTE

Please join the meeting between 08:30 and 09:00 CEST (07:30 – 08:00 BST), allowing time to complete the login process. Once joined, please wait with microphone muted for the host to start the meeting.

3.4.1 *Microphones & Video*

All microphones must be muted except when presenting, asking or answering a question, or during a general discussion. Be mindful of background noise.

Videos should be off except when speaking. This is to minimise the bandwidth usage for those with limited connectivity.

3.4.2 *Asking Questions*

If you would like to ask a question, please indicate this by using the 'chat' feature. Either type your question or type a brief message such as e.g., John Smith wants to ask a question. The facilitators of each session will monitor this and call on you to ask your question or will repeat your question on your behalf.

Alternatively use the 'raise hands' function.

Allow moderators and chairs to address comments in turn and steer the discussions.



4 TECHNICAL SUPPORT

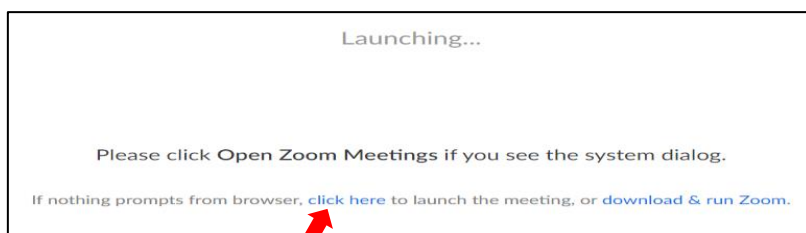
4.1 USING ZOOM - QUICK GUIDE

4.1.1 Accessing the meeting via the desktop or mobile Zoom application

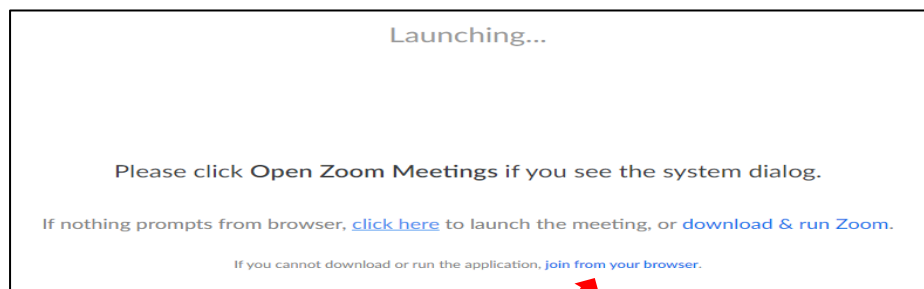
Click the meeting link and it will open your browser. You will be prompted to join the meeting by clicking the 'open zoom.us' button which will open your desktop app. Follow the instructions to select the audio you wish to use and you will be prompted to enter the meeting password. Enter the password and the meeting will open for you.

4.1.2 Accessing the meeting via the browser

When you see the following message, click where it says 'click here'



A second line will appear on the screen, click 'join from your browser'



When prompted to enter your name, please type your full name and your organisation (e.g., Paula Newton – UK Met Office), so it is easy to identify you.

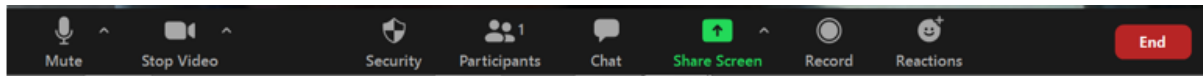
4.1.3 Accessing the meeting via the telephone (toll-free number)

If you are unable to join the meeting through the Zoom app or web browser, you can join through the toll-free telephone numbers and the meeting ID. Please contact participate@climateurope.eu and we will provide you with the number you need.



4.1.4 Basic controls

Once logged into the Zoom meeting, move the mouse to hover over the zoom window. A tool bar like the one below will appear; all meeting options are available from there.

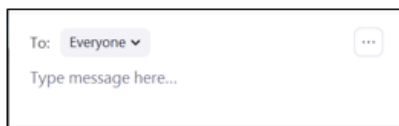


To share your screen, click on 'Share Screen' in the tool bar and then select the application window (e.g. your presentation in PowerPoint) that you would like to share.

To stop sharing your screen click on 'Stop Share' at the top of your screen.



To ask a question click on 'Chat' in the tool bar, a group chat area will open on the right-hand side. To send a message, type in the area at the bottom where it says Type message here and click 'Enter' to send your message.



To see the names of participants currently in the meeting click on 'Participants' in the tool bar. A list of names will open on the right-hand side.



To control your audio feed click on the up arrow to the right of the Mute/unmute button. This will show the options available to you for both speaker and microphone audio source.

If you hear audio echo or audio feedback during the meeting, there are three possible causes:

1. A participant has both the computer and telephone audio active
2. Participants with computer or telephones speakers that are too close to each other
3. Multiple computers with active audio in the same room

If echoes become a problem on the day you will be asked to check your audio settings and ensure there are no other active audio devices on in the same room.

4.1.5 Country access to Zoom

There are some countries that cannot access Zoom. Therefore if you are joining from the following list of countries you may not be able to attend the meeting.

- Iran



- Cuba
- North Korea
- Syria
- Ukraine

We apologise if you are not be able to access the meeting. However, we will provide you with all of the webstival material: recording, presentations etc. These will be available on our website after the event, and an email will be sent out when these are available to be accessed.

If you find that you cannot access the Zoom meeting, please let Stacey New (stacey.new@metoffice.gov.uk) know and she will ensure that you are provided with the webstival material as soon as possible after the event.

