

JOINING INSTRUCTIONS

CLIMATEUROPE WEBSTIVAL 4 – 19TH November 2020

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1 WELCOME

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



2 MENU AGENDA – Please note that all timings are in CET



Open 0900 to 1300+ CET (-1hr GMT)
THURSDAY 19TH NOVEMBER 2020

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Climate Information at Your 'Service'
 With compliments from the Climateurope sommeliers!

A more detailed Recipe Board can be found at <https://www.climateurope.eu/events-climateurope/festival/webstival-2020-home-page/webstival-2020-november-19/>



3 JOINING INSTRUCTIONS

3.1 IMPORTANT INFORMATION AND MEETING LINK

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 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 4 - 19th November 2020

Time: Thursday November 19th 2020. 08:00 AM UK / 09:00 AM CET (meeting will be open from 7:00 AM UK / 8:00 AM CET)

Join Zoom Meeting

<https://us02web.zoom.us/j/82520585230?pwd=MGNPM01IMnl3QzRab3AwbWdwQnVkQT09>

Meeting ID: 825 2058 5230

Passcode: 004572

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 – BELLHOUSE

The icebreaker for our 4th webstival will be led by BellHouse. Be ready to have your thoughts about communicating and miscommunicating climate information challenged!

"You've got data. Important data. You're telling people about your data. But have they heard?" (Kaleider, 2020)

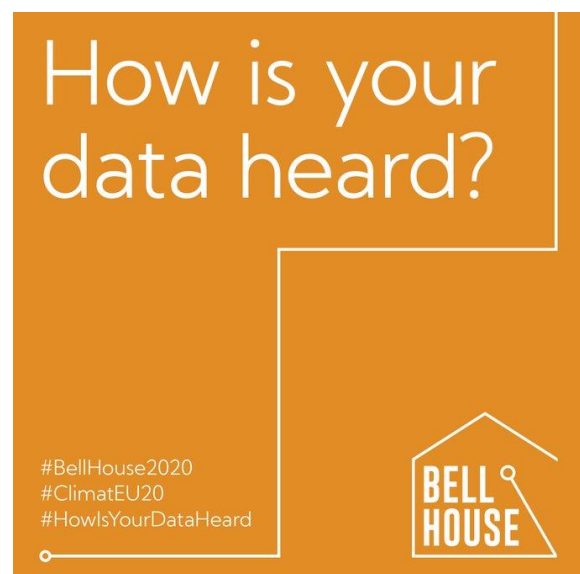
#HowIsYourDataHeard

Find out more about BellHouse on Kaleider's website:

<https://kaleider.com/portfolio/bellhouse/>

Follow BellHouse and Kaleider on twitter:

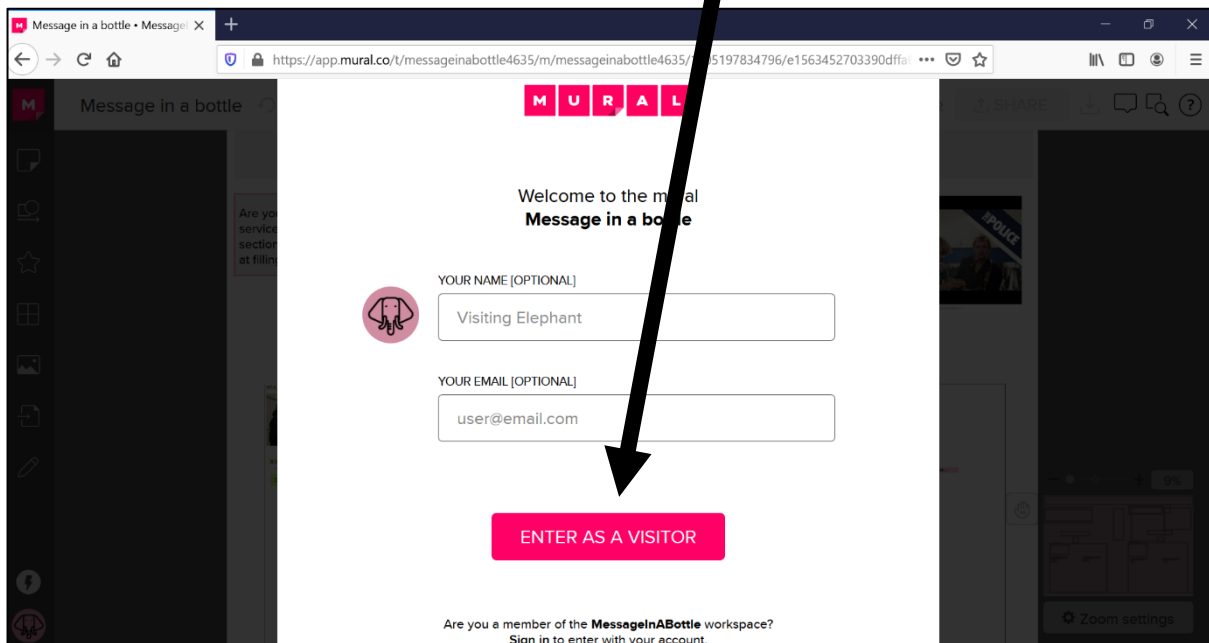
@BellHouse & @kaleider



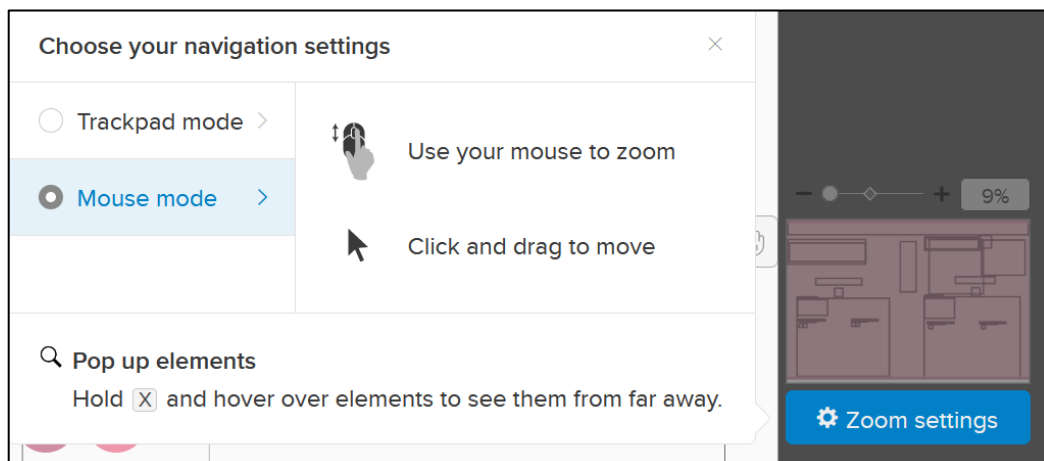
3.3 MESSAGE IN A BOTTLE – MURAL

During Antonio Graca’s session ‘Message in a bottle’ the tool MURAL (www.mural.co) will be used. This is an interactive whiteboard that allows you to interact with Antonio! Below you will find a set of instructions telling you how to access and use MURAL.

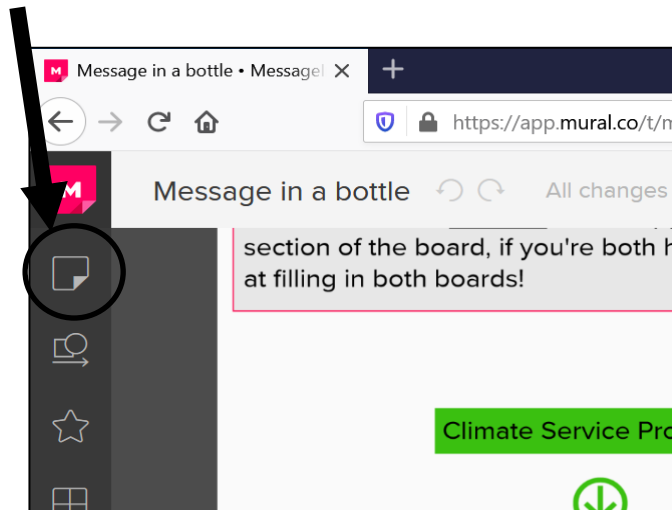
1. You will be sent a link to the MURAL board in the chat on the day of the webstival, please click this link to be taken to the MURAL board. You will have the option to enter your name and email adress, this is OPTIONAL. We advise, to save time, click **‘ENTER AS VISITOR’** and be given an anymous animal name, as shown below ‘Visiting Elephant’.



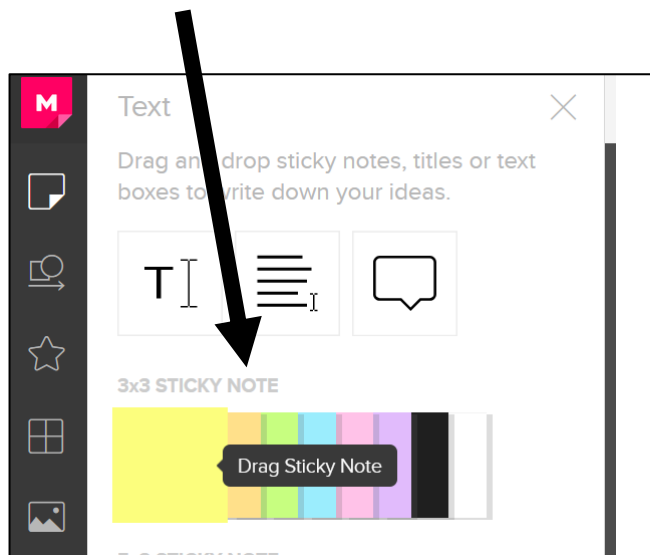
2. Use your mouse to navigate around the board. One can zoom in by moving your mouse wheel, move around the board by clicking and dragging.



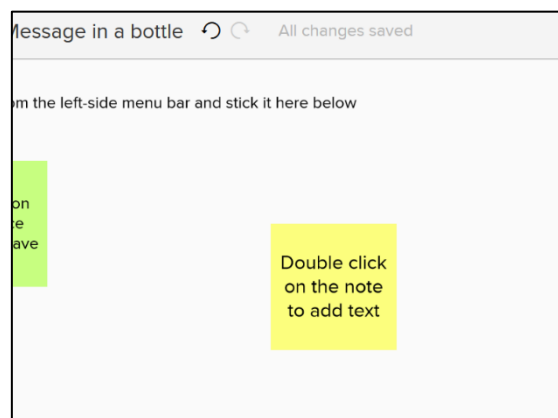
- As part of the interaction you will be asked to add sticky notes to the board. To do this go to the far left of the board and click the sticky note icon.



- Click on one of the sticky note options and drag it to the appropriate section of the board.



- Double click on the note to add text. To move the note again click on the board to stop typing and then drag the note to where you would like it placed.



3.4 SPEED NETWORKING SESSION

This is an additional opportunity to expand your network and create new connections!

During the optional speed networking session @13:00(CET), you will be randomly allocated into a breakout room with a small number of other participants.

We hope you all take this chance to establish new connections in this speed networking session. However, if you do not want to/or cannot participate in the speed networking do not feel obliged to take-part. We hope you enjoy the rest of the webstival!

3.5 WEBSTIVAL ETIQUETTE

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

3.5.1 *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 also be off except when speaking. This is to minimise the bandwidth usage for those with limited connectivity.

3.5.2 *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 or collate queries to steer the discussions.

4 TECHNICAL SUPPORT

4.1 USING ZOOM - QUICK GUIDE

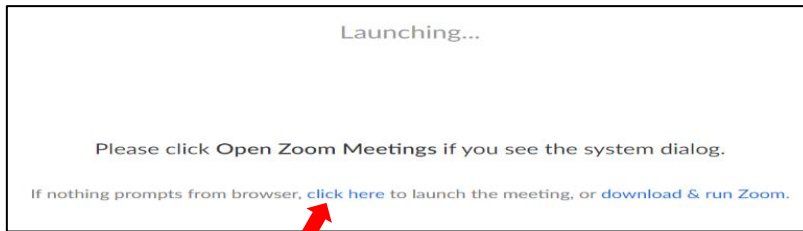
4.1.1 *Accessing the meeting via the desktop or mobile Zoom application*

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.

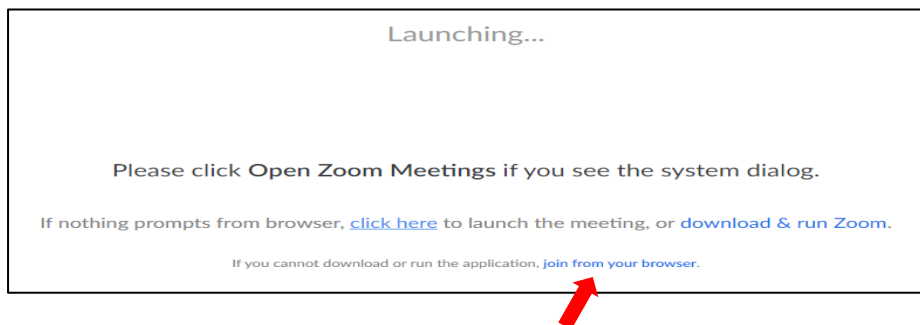


4.1.2 Accessing the meeting via the browser

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'



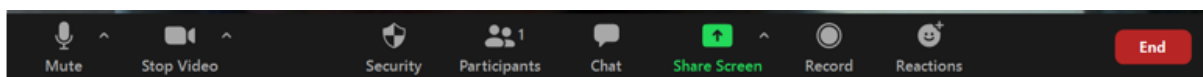
When prompted to enter your name, please type your full name and your organisation (e.g., Paula Newton – UK Met Office), so it is easy to identify you.

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.



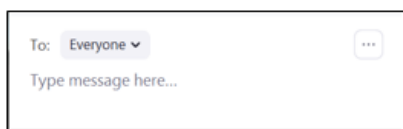
To share your screen, click on 'Share Screen' in the tool bar and then select the application window (e.g. your presentation in PowerPoint) that you would like to share.

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

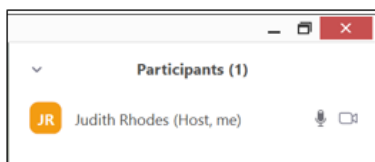


To ask a question click on 'Chat' in the tool bar, a group chat area will open on the right-hand side. To send a message, type in the area at the bottom where it says Type message here and click 'Enter' to send your message.





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.

