Integrated Planning and Partnership Model
for Brownfield Regeneration

www.balticurbanlab.eu

Webinar 2 — Participant's Guide

Date: Tuesday 17 January 2017
Time: 13:00–15:00 (EET)
Topic: Power and conflict in planning – Practical approaches to wicked problems
Presenter: Martin Westin, Project coordinator, SWEDESD at Uppsala University, Sweden

Quick guide

The webinar is organised online with help of the Adobe Connect (AC) software that is used via a web browser. Test in advance how well your computer and your browser work with the AC. The test programme scans fast your devices, and if needed, installs and updates the non-fitting parts under your permission: https://webmeeting.utu.fi/common/help/en/support/meeting_test.htm

You can test the software and entering to the AC online meeting room in advance on **Monday 16 January at 14:00–15:00 (EET)**. The Technical support is available during that time for your questions.

Before entering, check that your headphones or your speaker are properly connected to the computer. Note that you need to choose the right headphones or speaker from the computer's control panel or from the speaker icon in the bottom right corner. Test, if they are working properly.

The online meeting room address is: https://webmeeting.utu.fi/balticurbanlab/
Copy the address to the browser and sign in: Choose the **Enter as a Guest**, write your first and family name and click **Enter Room.** If you have problems to sign in, you can try another browser.

Check that the **Speaker** icon is active, it's green when it's active.
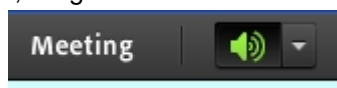
If you can't hear anything, run the **Audio Setup Wizard**. You find it under the **Meeting** in the top headbar. The **Audio Setup Wizard** is explained stage by stage in the Annex.
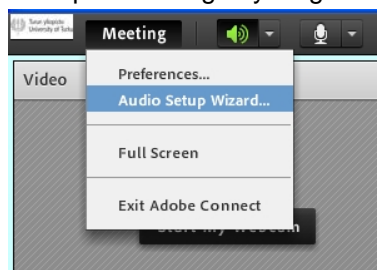
Use the **"Technical problems" Chat** pod in the AC meeting room, if you meet any technical problems during the webinar. The webinar hosts will give you more practical information about the participation during the webinar. **There is more detailed guidance in the Annex on technical requirements, as well as how to enter in the AC online meeting, test your audio and use your microphone.**

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Timetable of webinar

12:30–13:00   The AC online meeting room will be already open
13:00–13:30   Check-in to AC online meeting room and opening of the webinar
13:30–14:00   Presentation by Martin Westin / recorded, no breaks
14:00–15:00   Questions to the Presenter & discussion / not recorded
*Note that the timetable is at EET.

Online meeting room address

https://webmeeting.utu.fi/balticurbanlab/

For AC connection you need

- Adobe Connect (AC) is a web-conferencing service that is used via a web browser
- Computer, headphones or a speaker, microphone, internet connection and a web browser with a Flash Player extension
- Headsets and speakerphones are normally working fine and are recommended, if they are available
- You don't need a webcam, only the Presenter and the Webinar moderator are shared via webcams
- Test in advance, how well your computer and your browser go together with the AC at https://webmeeting.utu.fi/common/help/en/support/meeting_test.htm
- The test programme scans fast your devices, and if needed, installs and updates the non-fitting parts under your permission
- More information about technical requirements, see the Annex or go to https://helpx.adobe.com/adobe-connect/tech-specs.html#role01

If you want to use your mobile or tablet, the software requires installing the Adobe Connect Mobile application from a suitable provider. All the mobiles and tablets may not have a separate application available. In the mobile application, you can't run the Audio Setup Wizard to test your audio, and contribution to the discussion is more limited.

Guiding and testing before webinar

You can test the software and entering to the AC online meeting room on **Monday 16 January at 14:00–15:00 (EET)**. The Technical support is available during that time for your questions.

The online meeting room address is https://webmeeting.utu.fi/balticurbanlab/
Copy it to the browser and sign in: Choose the ***Enter as a Guest***, write your first and family name and click ***Enter Room.*** If you have problems to sign in, you can try another browser.

Make sure that you have a peaceful place during the webinar. Follow otherwise the instructions above and enter the online meeting room in good time, you can mute the **Speaker** until the activitity starts.

During webinar — Introductory presentation

Activate Speaker

Check that the **Speaker** icon is active, it's green when it's active.

If you click it again, it will inactivate the **Speaker** and mute the presentation.

If you don't hear anything, follow the instructions of the Annex and make the **Audio Setup Wizard**. Make sure that the right speaker or headphones are chosen.

There will be a separate **"Technical problems" Chat** pod where you can write, if you have any technical problems during the webinar. There is a Technical support present and helping you.

The introductory presentation will be recorded, and it's not possible for participants to ask questions or comment during the presentation for that reason.

Participants can already write questions and comments in the **Chat** pod about the presentation, they are raised up after the introductory presentation and in the discussion part of the webinar.

During webinar — Discussion

After the introductory presentation, the questions and comments in the **Chat** pod are raised up by the Webinar moderator, and it's of course still possible to write questions and comments to the **Chat** pod during the discussion too.
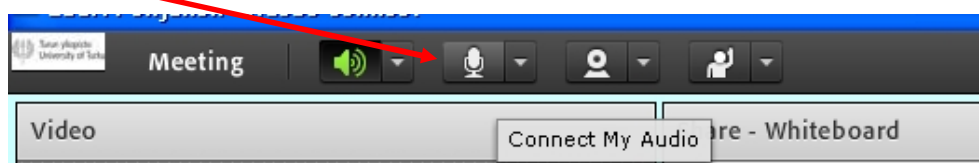
You can ask permission to speak and ask questions from the Presenter by **Raise your hand** by clicking this icon from the top headbar:
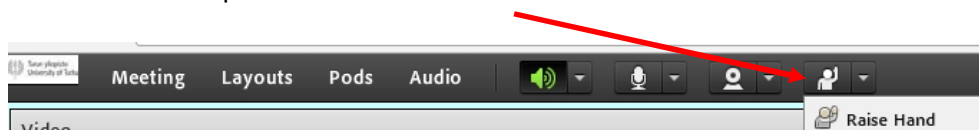
When you are recognised by the webinar hosts, you will have a **Microphone** icon in the top headbar. Activate it by clicking it, and you are able to speak.

Activate Microphone
Click the **Microphone** icon in the top headbar and **Connect My Audio**.

The **Microphone** icon will turn into green, when it's on and active.

When you speak and the microphone is working and sending your audio to other participants, the **Microphone** icon will have waves on it.

When you are not speaking, close the microphone by clicking the icon again. There will appear a green crossing line on top of the icon, when the microphone is not on. You can activate the microphone by clicking it again.
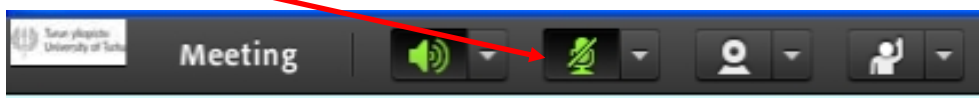
You can leave the online meeting room anytime by clicking the **Meeting** from the top headbar, and choose the option **Exit Adobe Connect**:

Annex

Adobe Connect online meeting – Participant's guide, University of Turku

If you have any questions, don't hesitate to contact:

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