



WWP // EUROPEAN NETWORK

WWP EN WEBINARS
PARTICIPANT MANUAL



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Introduction

Why Webinars?

Webinars are an interactive way of learning from anybody in the world at any time!

As the name says, webinars are seminars held on the web. Not only are they great for presenting your organisation and the work you do, they are also a very cheap way of, for example, organising training sessions for your team.

WWP EN mainly uses webinars to offer members a platform for knowledge exchange and capacity building. Members can hold webinars for other members and highlight the training methods they have been using (e.g. narrative elements, etc.), interest them for great initiatives they are participating in or inform them about a topic they specialise in (e.g. working with migrant populations, working with minors who use violence, etc.). This way, WWP EN members are able to learn about organisations across Europe without having to leave their offices.

Webinar Platform

There are [many different](#) webinar programmes. However, WWP EN decided to use [clickwebinar](#). Which webinar service to use is a decision that you have to make for yourself – different platforms make sense for different needs (e.g. organising internal meetings, trainings, webinars, etc.).

Clickwebinar is a webinar platform which can be used quite simply. All WWP EN has to do is go to the website, set up a webinar, personalise the event and already participants can be invited via link or e-mail.

Technical Info

To directly participate in WWP EN webinars, you need a stable and fast internet connection. If you do not have these resources, you can participate by telephone, as will be explained later in the manual.

If you still have questions about webinars after reading this manual, please get in touch with Anna McKenzie: anna.mckenzie@work-with-perpetrators.eu.

Registering

WWP EN webinars are publicized on the WWP EN website, as well as through Facebook events.

Facebook Event

Find the WWP EN webinar Facebook events easily, by going on the WWP EN Facebook page and clicking on “Events” in the left-hand column (see picture below).



The Facebook Event will include a „registration link“ which forwards participants to a registration page.

Website

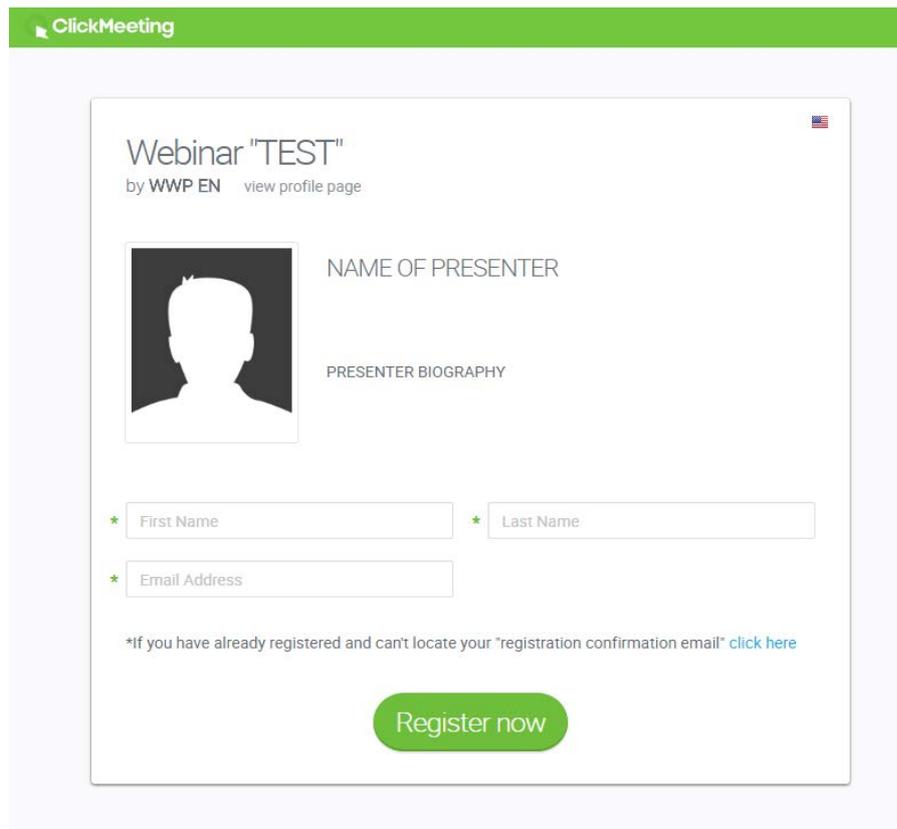
The WWP EN website includes a section “Events”. Here, you find all the information on WWP EN events, such as the Annual Workshop, the Study Visits and last but not least, our webinars (see picture below).



Under the different years, you can also watch videos from past webinars to inform yourself on past topics or find out, what a webinar looks like. This section also includes an FAQ-section (Frequently asked questions) to answer any questions you might have.

Registration Link

After you click on the registration link, you are forwarded to a registration form (see picture). Please fill out the form and click on “Register now”. Clicking on the little flag at the top will open the languages into which the registration can be translated.



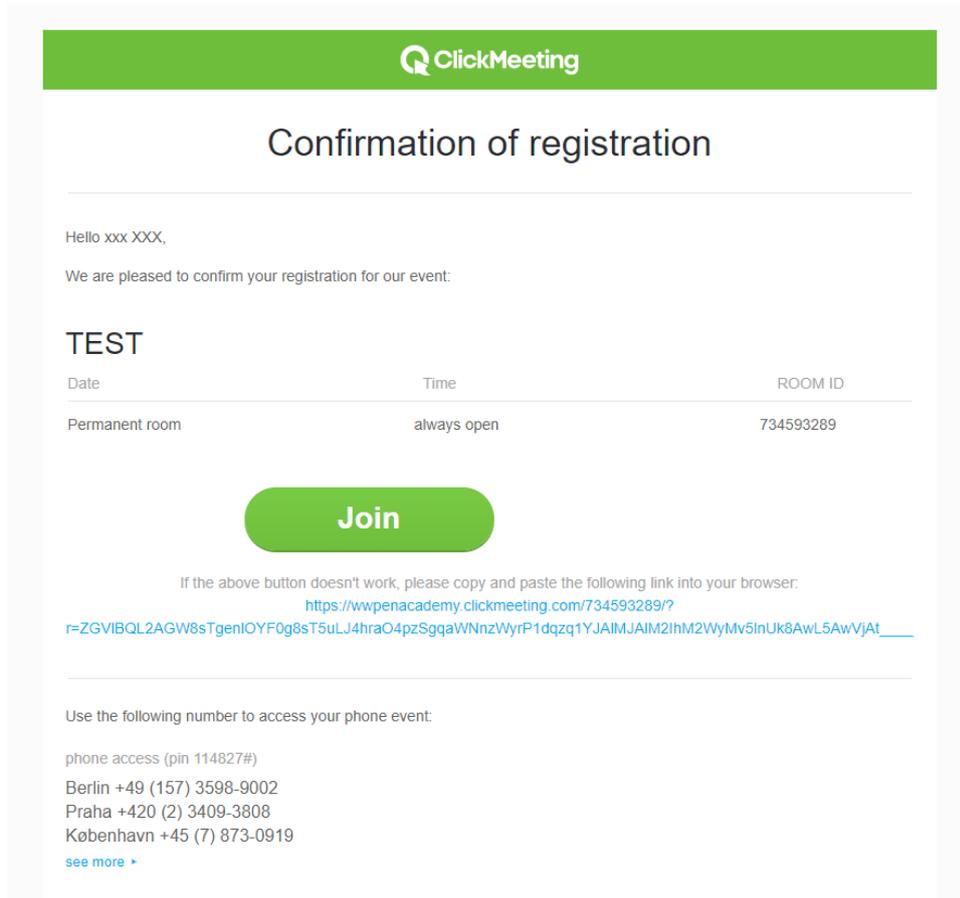
The screenshot shows a registration form for a webinar titled "Webinar 'TEST'" by WWP EN. The form includes a profile picture placeholder, a "NAME OF PRESENTER" field, a "PRESENTER BIOGRAPHY" field, and three required input fields: "First Name", "Last Name", and "Email Address". A "Register now" button is located at the bottom. A small flag icon is visible in the top right corner of the form area. A note at the bottom states: "*if you have already registered and can't locate your 'registration confirmation email' [click here](#)".

After registering, you receive a confirmation e-mail with information on when the webinar is happening. Additionally, you will receive two reminder e-mails, one day before the event and one hour before the event.

You don't have to do anything else to register for the event.

Participating

To participate, you click on the „Join“ button in the e-mails sent to you by clickwebinar. Ideally, you will do this a few minutes before the webinar starts and you will be forwarded to the waiting room.



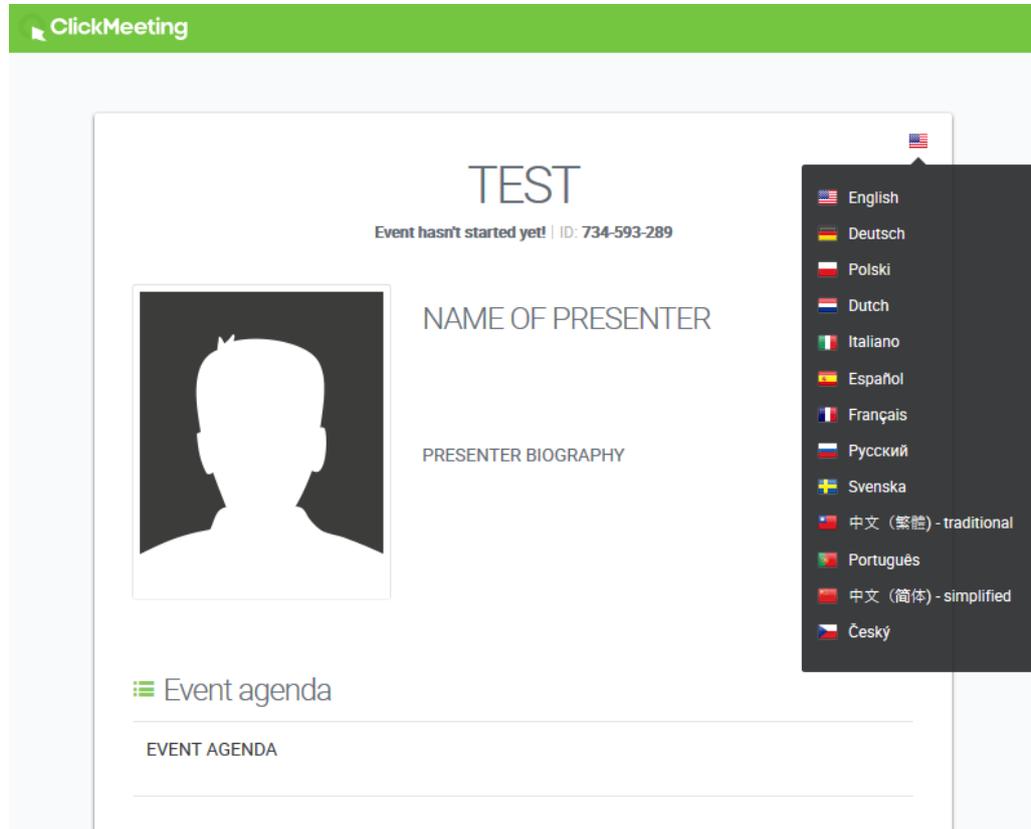
The screenshot shows an email interface with a green header containing the ClickMeeting logo. The main heading is "Confirmation of registration". Below this, there is a personalized greeting "Hello xxx XXX," and a confirmation message: "We are pleased to confirm your registration for our event:". The event name "TEST" is displayed in large, bold letters. A table provides details about the registration:

Date	Time	ROOM ID
Permanent room	always open	734593289

Below the table is a prominent green "Join" button. Underneath the button, a note states: "If the above button doesn't work, please copy and paste the following link into your browser:" followed by a long URL: <https://wwpenacademy.clickmeeting.com/734593289/?r=ZGVIBQL2AGW8sTgenIOYF0g8sT5uLJ4hraO4pzSgqaWNnzWyrP1dqzq1YJAIMJAIM2Ihm2WyMv5InUk8AwL5AwVJAAt>. At the bottom, there is a section for phone access with the text "Use the following number to access your phone event:" and a list of phone numbers for different locations: Berlin +49 (157) 3598-9002, Praha +420 (2) 3409-3808, and København +45 (7) 873-0919. A "see more" link is also present.

The Waiting Room

You will be in the waiting room until the webinar facilitators start the event (see picture). You can change the language of the waiting room by clicking on the little flag at the top.



The Webinar Room

As soon as the webinar facilitator start the event, the waiting room turns into the webinar room (see picture below).

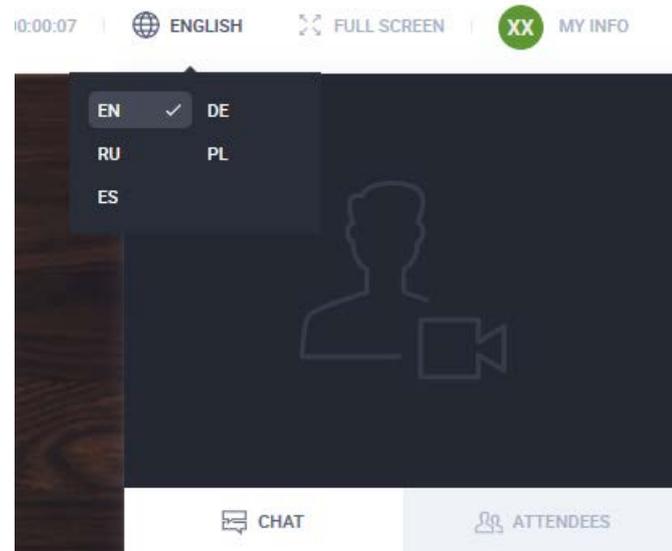




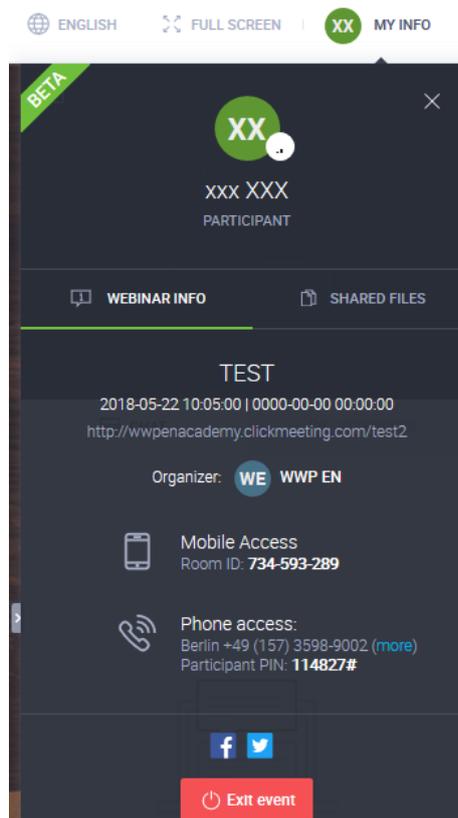
At the top of the webinar room, there are four different displays.

1) The webinar timer: Here, you can see how long the webinar has been running.

2) The webinar room language setting: Click here to change the language of the webinar room (picture on the right).



3) Full Screen: Click here to have the webinar room in full screen mode.

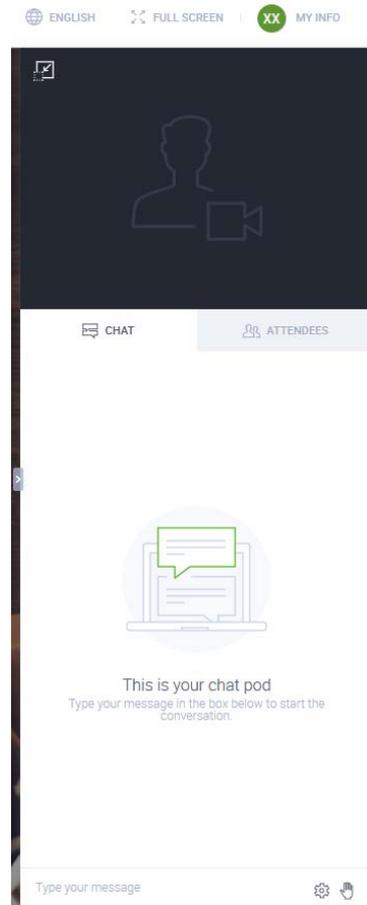
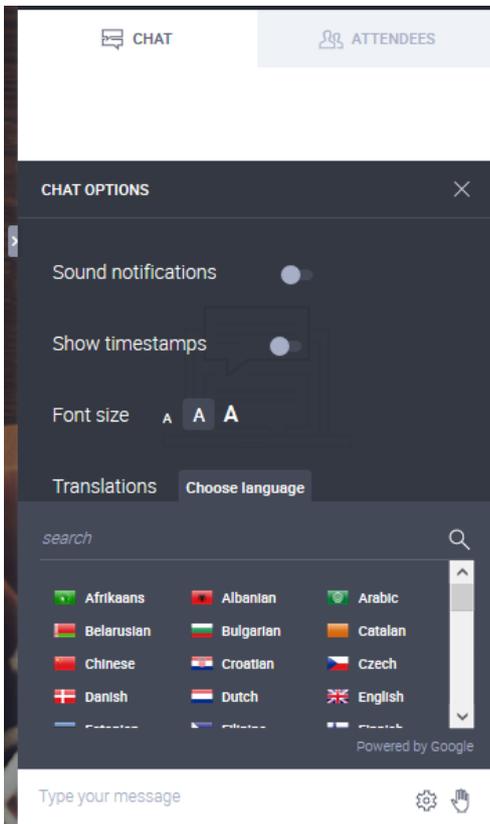


4) “My Info”: When you click here, you can see the entire webinar room information (picture on the left).

The Chat

All participants are muted during WWP EN webinars. Please use the **chat** to communicate with the facilitator and the other participants (picture on the right).

For many languages, there is a **translation** of the chat. Find out if your language is available by clicking on the little wheel. This opens the chat settings. By clicking “choose language”, you can see which languages are available (picture on the left).

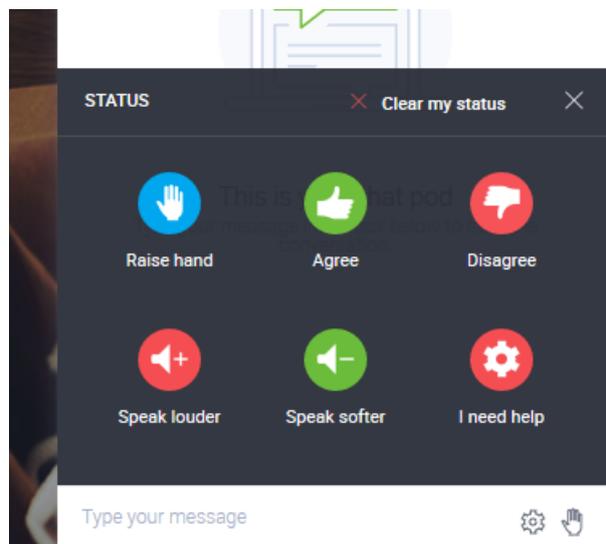


You can use the chat to ask questions during the Q&A part of the webinar and to ask for assistance during the webinar, e.g. when you can't hear anything.

There are two ways of communicating with the facilitator:

- 1) By writing in the chat (visible to everybody) or
- 2) by using the little **hand** at the bottom right of the chat/attendee list.

When you click on the little hand, you can for example choose to ask the presenter to speak louder or ask for assistance (picture on the right).

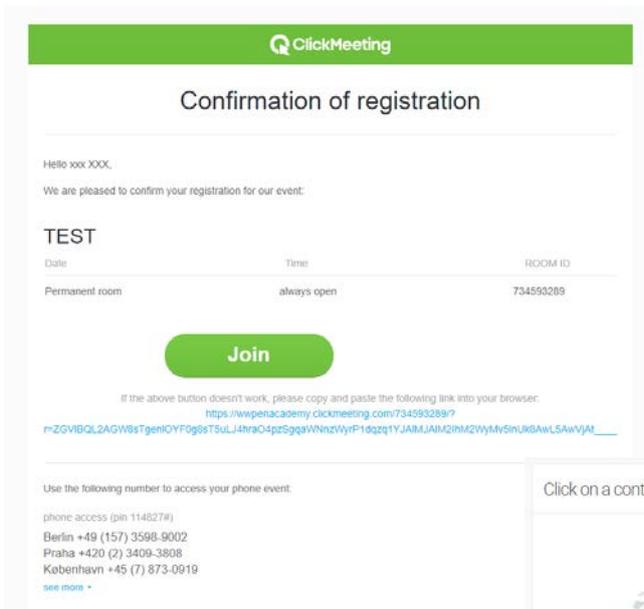


Joining by Phone

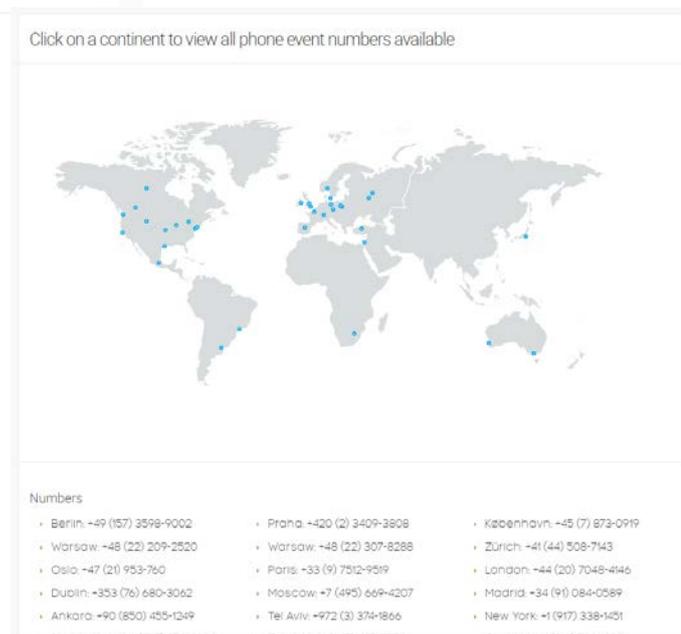
If your internet connection is too bad or you cannot be near a computer during the webinar, you can join very simply by phone.

To join the webinar by phone

- 1) You dial the number that is listed for your location.
- 2) When asked, you enter the webinar PIN for the event.



The confirmation of registration e-mail contains information on how to join the webinar by phone. At the bottom you can find the Click on “see more” at the bottom and you are redirected to a website with a list of the phone numbers for different locations (pictures left and below).

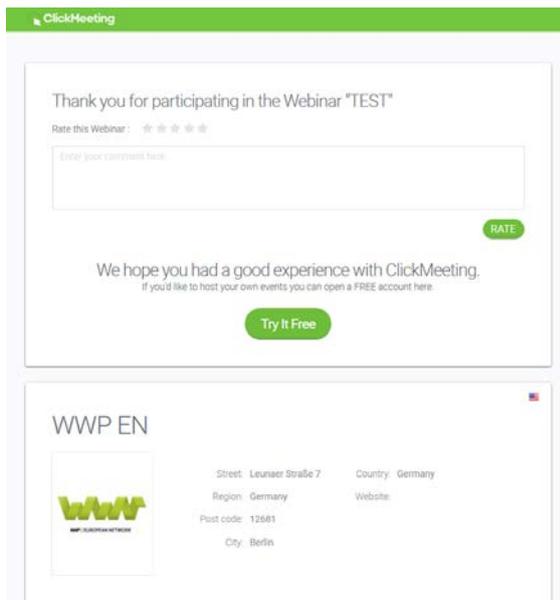


Webinar Ending

To leave the webinar there are two options:

- 1) You can close the browser or
- 2) you click on “my info” as explained above and click on the red button “Exit event”.

If you choose to use the second option, you will have the chance to rate the webinar (picture below).



A webinar recording will be uploaded to the WWP EN website under “Webinars”.



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