

NCP Academy Train-the-trainer workshop on “Hosting webinars”

Date: 4th April 2017

Venue: EU Liaison Office of the German Research Organisations (KoWi)

Rue du Trône 98 - B- 1050 Bruxelles

Target group: all NCPs

Trainer: Jesper Sylvester

9:00	<i>Registration and coffee</i>
9:30	<i>Introduction:</i> <i>Live Classroom Webinar</i>
10:00	<i>Fundamentals:</i> <i>Setting up the webinar</i>
11:30	<i>Lunch</i>
12:30	<i>Scenario Training:</i> <i>Facilitating the webinar</i>
14:00	<i>Break</i>
14:15	<i>Scenario Training:</i> <i>Interacting with participants</i>
15:45	<i>Break</i>
16:00	<i>Inviting Attendants:</i> <i>Sending out invitations</i>
17:00	<i>Q&A:</i> <i>Topics not covered</i>
17:30	<i>End of the day</i>

Requirements:

It's required you bring a laptop with built in microphone and a headset. Headset can be the one from your mobilephone.

Since there will be a lot of LIVE training exercises, please make sure you are using Adobe Connect webinar platform *before* attending. It is not possible to attend with other platforms at this time.

We are not able to provide you with support regarding your computers laptop during the training. Therefore, If you aren't currently using Adobe Connect on your computer, we recommend you talk to your local tech support and make sure the software doesn't conflict with any restriction policies or local security software. After that is confirmed, please try to launch the software on your computer to confirm that everything is working.

Every participant also has to watch or rewatch the latest online training on "Webinar Best Practise" prior to attending. Link to recording: <https://goo.gl/03ENBu>

If in doubt please feel free to contact the trainer at js@influence.dk

Max. number of participants: 20 persons (first-in policy)

Fee: No participation fee. Flight and accommodation need to be covered by participants themselves.

Organisers:

Monique Bossi, bossi@apre.it

Benedetta Cerbini cerbini@apre.it

REGISTRATION: Please confirm your participation [online](#) before the 27th March

The NCP Academy - training facility for Europe's NCPs

The NCP Academy is a project funded by the European Commission (2015-2017). It aims to enhance the performance of NCPs by providing training and workshops targeting the specific needs of NCPs, independent of specific Horizon 2020 programme orientation. The NCP Academy works for the benefit of the entire NCP community in Europe. More information can be found at: www.ncpacademy.eu.