



September 30<sup>th</sup>, 2022 on-line event

## **Alliance webinar “NORM in aquatic systems”**

### **Instruction**

To facilitate the workshop course all assumed objectives achievement we prepared short instruction for participants. Please read it before joining to the workshop.

#### ***For a Regular participant:***

- We try do our best to carry out the workshop strictly according to the schedule attached, however we cannot assure that all planned presentations and discussion will be held strictly according to the agenda.
- If you have questions you consider important and possible to be formulated in advance, please send them to: [bmichalik@gig.eu](mailto:bmichalik@gig.eu) (using subject option: “Alliance webinar questions”). Questions sent before noon (CET) on Thursday, 29<sup>th</sup> September will be communicated to panellist and speaker and can be answered during lectures or panel discussion.
- During the workshop please send your written question via chat option. Then questions will be elaborated by our team and then presented to panellist and speakers during the session as PP slide. Please point out for whom a question is addressed or declare it as a general one. Then we can try to address it to the most relevant panellist or speaker.
- All answers will be provided during time planned for discussion, no time for answers is planned directly after presentation.
- Questions not answered during the workshop (if any) will be recorded and we do our best to provide you with the written answer later directly or via Alliance web page. You will be informed.
- If you expected to have short oral contribution, please let us know in advance, giving the subject to be raised and suggested form and time needed. Requests received before Monday 26<sup>th</sup> September, will be included in the official webinar agenda. For ad hoc decided contribution please inform us using chat option providing the subject you want to raise. Then we try to provide you with the opportunity to do it during the panel discussion on during the final discussion, planned at the end of the webinar.
- During the workshop we would like to activate the interaction between all attendees involved. Therefore questionnaires are prepared for each day. The questionnaires will be available at the beginning of each workshop day at [digitaljoyengage.com](https://digitaljoyengage.com) and event code# 22965. You will have opportunity to provide answers one by one. Information when next question is available will be given by moderator and send to all via chat option. Be vigilant!

The intension is to present results gathered in form of dedicated statistics at the end of each panel discussion. Please be active, your opinions are very valuable for us!

- Finally, to avoid interferences and noises please switch off your microphones and cameras.

#### **For Panellists and speakers**

- The workshop will be recorded. Records will be used for reporting and, if you have nothing against, made available on the RadoNorm project web site. If you do not agree, please let us know in advance, then we stop recording during your performance.
- The intension is also to make your presentation publicly available on Alliance web site as a PDF file. If you do not agree, please let us know in advance.
- We try do our best to carry out the workshop strictly according to the schedule attached, that is why please do not exceed the time slot planned for your contribution. In general 20 minutes is reserved for a presentation.
- General questions to be answered by panellist will be presented in written form as well as questions from workshop audience (if any) as a PP slide.
- The time slot for panellist contribution is about ten minutes. There is no expectation that all panellists provide answer for all questions. Please “raise the hand” if you want to provide the answer, comments, or opinion. Then the moderator let you speak. Answers for questions addressed directly to a panellist or speaker should be provided when shown on the screen by the moderator.