Webinar guide for attendees

- Audio Broadcast

- Interaction in the event
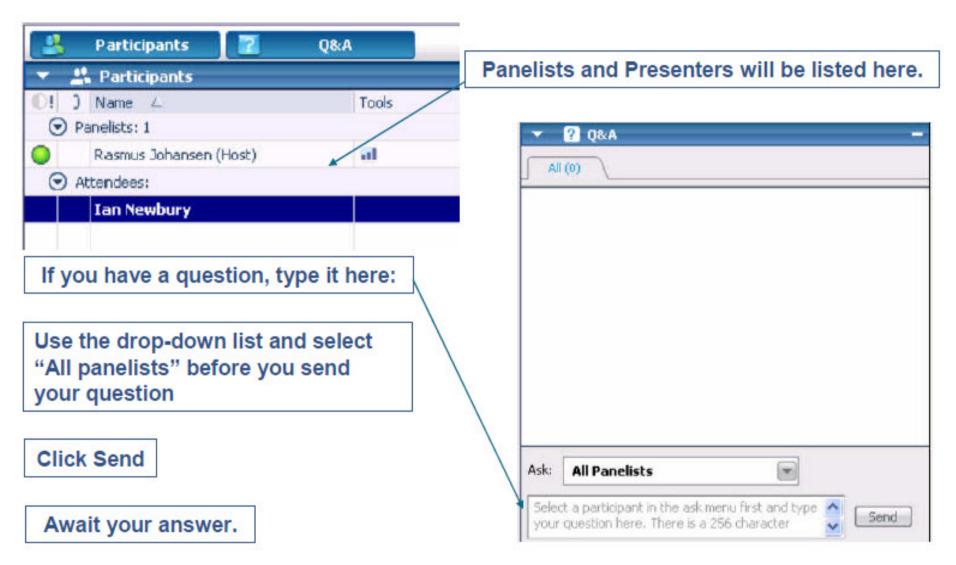
- Questions and answers

- ECHA Helpdesk

- Programme

Audio Broadcast

- Audio for each event will be available directly through the Event Centre tool

- Make sure the **sounds are enabled** on your computer. For optimal sound quality, **use headphones**

- As attendees join the event, they will be connected to the audio broadcast. The **audio broadcasting** panel, where attendees can control audio volume **opens automatically**

- Communication with panelists takes place through the questions and answers panel (see next slide)

- If you are **not connected to the audio broadcast**, you can connect to it by selecting "Communicate" from the top menu and "Join audio broadcast".

Interaction during the event

Participants | Q&A

Participants

!)	Name △	Tools
Panelists: 1		
●	Rasmus Johansen (Host)	▮
Attendees:		
	Ian Newbury	

Panelists and Presenters will be listed here.

Q&A

All (0)

Ask: **All Panelists**

Select a participant in the ask menu first and type your question here. There is a 256 character | Send

If you have a question, type it here:

Use the drop-down list and select "All panelists" before you send your question

Click Send

Await your answer.

Questions and answers

- **Submit your question** via the Q&A panel from 11:00 to 13:00 Helsinki Time (GMT+2).

- **ECHA Helpdesk and ECHA experts respond to your questions**
  - directly via the Q&A panel, or
  - following the formal route of the ECHA Helpdesk

- **Important:**
  - If you log a question, **monitor the Q&A panel** for our response, and
  - **remain logged-in** to the Webinar, it remains open for one hour after the last presentation.

- Please note that it may not be possible to reply to very specific questions in the context of this webinar, but all questions are welcome as they will be useful in our future work

ECHA Helpdesk

- We provide support on ECHA's IT tools and advice on REACH & CLP obligations

- Submit your question via the ECHA Helpdesk contact form: http://echa.europa.eu/en/web/guest/contact

  and select the option according to the nature of your question.

- After you have received the acknowledgement of receipt we answer within 15 working days.

Webinar programme

- **11:00 – 11:05 Introduction**
  - Practical information on WebEx Event Centre tool/ Programme

  Speaker: Laurence Hoffstadt

- **11:05 – 11:20 Update of REACH-IT – Benefits for companies**

  Speaker: Laurence Hoffstadt

- **11:20 – 11:35 Changes in the inquiry process**

  Speaker: Suvi Takala

- **11:35 – 11:50 BREAK (15 minutes)**

- **11:50 – 12:10 Features of the Co-Registrants Page (demo)**

  Speaker: Daniel Sompolski

- **12:10 – 12:20 Key messages and closing**

  Speaker: Laurence Hoffstadt

- **12:20 – 14:00 Questions and Answers**