

REACH 2013- Act Now! Webinars

Last Minute Webinar on Submission

István Mák

25 February, 2013

11:00 - 13:00 Helsinki Time (GMT +2)



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
- 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
- Make sure the sounds are enabled on your computer
- Turn on your computer speakers or plug in headphones
- Two-way audio is disabled so you will not be able to orally communicate with panellists or participants during the event
- Communication with panellists takes place through the questions and answers panel (see next slide)

Interaction during the event

The screenshot shows a 'Participants' panel with a blue header. Below the header, there is a dropdown menu for 'Participants' and a 'Tools' column. Under 'Participants', there is a section for 'Panelists: 1' with a green status indicator and the name 'Rasmus Johansen (Host)'. Below that is a section for 'Attendees:' with a blue status indicator and the name 'Ian Newbury'.

Panelists and Presenters will be listed here.

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.

The screenshot shows a 'Q&A' panel with a blue header. Below the header, there is a tab labeled 'All (0)'. At the bottom, there is an 'Ask:' section with a dropdown menu set to 'All Panelists'. Below the dropdown is a text input field with a character count: 'Select a participant in the ask menu first and type your question here. There is a 256 character'. To the right of the input field is a 'Send' button.

Questions and answers

- Submit your question
 - via the Q&A panel (between 11:00 and 12:00 Helsinki time)
 - via the ECHA Helpdesk form (any time – see next slide)
- ECHA Helpdesk and experts respond to your questions
 - directly via the Q&A panel
 - by email if you submitted it via the ECHA Helpdesk form
- If you submit a question via the Q&A panel
 - monitor the Q&A panel for our response
 - remain logged in to the Webinar
 - we answer until 13:00 (one hour after the last presentation)

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/contact> and select the most appropriate option depending on the nature of your question
- After you have received the acknowledgement of receipt, we answer within 15 working days

Webinar recordings and presentations

- Published within 10 days on the ECHA webinar web page:
<http://www.echa.europa.eu/en/support/training-material/webinars>

Webinar programme

11:00 – 11:10 Introduction

Speaker: István Mák, ECHA

11:10 – 11:30 Dossier submission and business rules verification

Speaker: Saara Sumiala, ECHA

11:30 – 11:50 Completeness check, invoicing and confidentiality claims

Speaker: Pirjo Tyrväinen, ECHA

11:50 – 12:00 Key messages and conclusions

Speaker: István Mák, ECHA

12:00 – 13:00 Time reserved for unanswered questions