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Increasing the impact of Central-Eastern European environment research results through more effective dissemination and exploitation

Project No: 265275

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| **guidelines for e-mentoring participants** |

WHAT IS NEEDED FROM YOU?

* once you have sent your application for an e-mentoring session you will be taken for the event automatically or (in case of no vacant places on the chosen event) you will be offered another date for the mentoring
* you will be contacted by your trainer who will send you an invitation link to the event and a password – to attend the meeting you will have to click on the link and give your name and the password
* A meeting will last 1,5 hour.
* you will be using Webex conference tool. Technical requirements: pc with any kind of browser plus java applications:

<https://support.webex.com/MyAccountWeb/systemRequirement.do?root=Tools>

* make sure your equipment is proper for an audio conference (you have a proper loudspeaker/earplug or headset and a microphone – the trainer might want to switch on his/her camera but no problem if you do not have any, remember that all broadcasted cameras will slow down the connection)
* free test possibility: <http://www.webex.com/test-meeting.html> (you might want to try this tool which you can do for free. all you have to do is register and ask a friend/colleague to have a trial)
* WebEx runs on ipad and android as well (but following the session through smart phone could reduce your understanding of the session and interactivity)
* Should it be your first time with online conferences do not worry: WebEx is a very easy tool. A few tips:
* both the trainer and you can mute your microphone (by clicking on the microphone icon behind your name in the list of participants) in order not to have too much background noise during the session.
* Should you want to talk you have to click on the icon: „raise hand” – when a hand will appear behind your name in the list of participants, so the trainer can give the word to you.
* You can also choose to chat to the trainer and to the other participants in the chat window appearing under the list of participants.