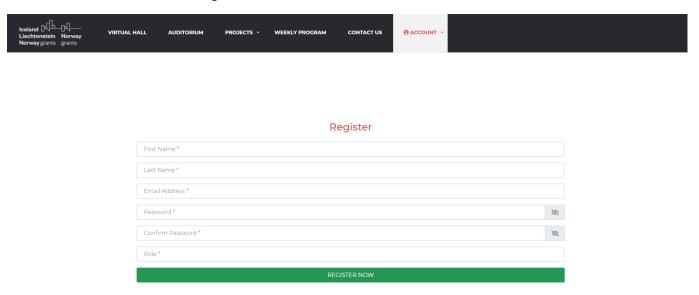
# REGIONAL FUNDS WEEK 2021 ROUND TABLES

## How to register

Users have to go to the <u>www.eeagrants.evento-digitale.it</u> platform and the first time they will register using the appropriate button:



Fill in the fields and confirm the registration:



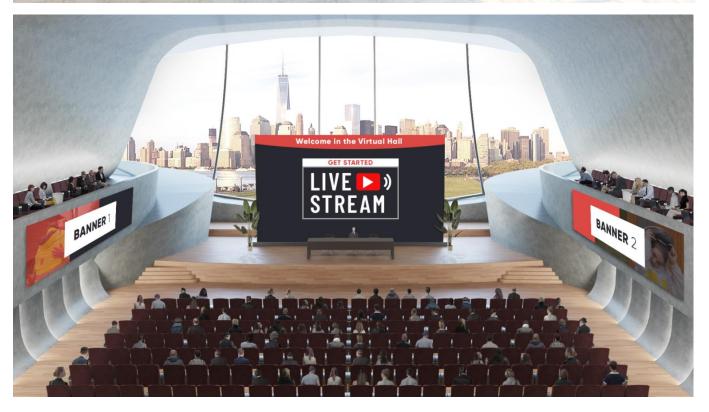
From the consequent time they will be able to log in directly from the green "log in" button.

#### How to connect to live streams

The first and last session of the program will be carried out with the Streamyard direction software. The speakers and moderators will connect with a dedicated link (sent by us to the referents provided by you), while all participants

will assist from the www.eeagrants.evento-digitale.it platform by clicking on the "plenary" door.





### How to connect to the round tables

All round tables will be carried out with Zoom.

#### Speakers and moderators

The speakers and moderators will have a dedicated Zoom link to access (sent by us to the contacts you provide for each single round table).

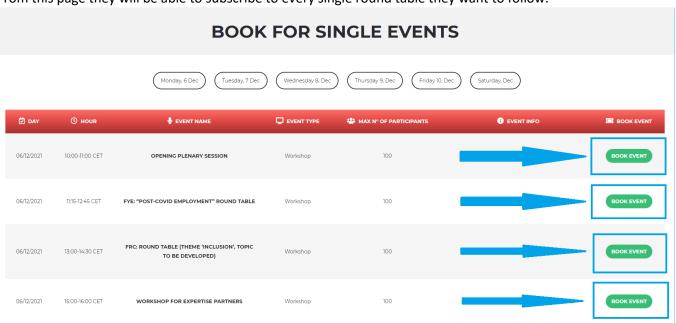
Before the days of the events, slots of technical tests will be organized with the speakers and moderators, in order to do access tests, lights, connection and sharing of materials.

#### **Participants**

Participants must register on the event platform and then register for the round tables they want to follow, from the appropriate page:



From this page they will be able to subscribe to every single round table they want to follow:



After filling in the required fields and registering, in the registration table there will be the word "JOIN" for all the round tables to which the user has registered, while she/he can still register for the other sessions.

By clicking on "JOIN", from the moment of the opening of that session, they will be able to access the round table.

## Material to be sent by the referrals

All material must be sent to: <a href="mailto:fbombarda@jcpsrl.eu">fbombarda@jcpsrl.eu</a> and <a href="mailto:support@keyinwebagency.it">support@keyinwebagency.it</a>

- For each round table, list of speakers with relative email.
- For each round table, list of moderators with relative email.
- Any slides used during the round table by speakers and / or moderators.
- Excel of the participants in the sessions you already have. We will need an Excel file for each session consisting of: name, surname, email, filling in any additional fields of interest.