**NRC FLIS webinar on Horizon Scanning UK experience**

***Fiona Lickorish (UK)*** *Head of the Institute for Environment, Health, Risks and Futures / Principal Research Fellow - Horizon Scanning & Futures, Cranfield University*

**Monday 13th October 2014, 11.00 – 13.00 CET**

**NOTE: *Webinar will be recorded for later broader use***

**Draft Agenda**

***Webinar IT platform will open for joining at 10:30 (CET)***

***Participants should check system compatibility and ensure WebEx runs on their PC a few days before this time so that issues can be resolved (see Guidelines)***

**Webinar objectives**:

         To provide a platform for the presentation of recent and current horizon scanning methods and initiatives in the UK

         To provide an opportunity for members of NRC FLIS to learn from the experience of horizon scanning in the UK from a leading expert in the field

         To provide an opportunity for participants to discuss horizon scanning methods and share knowledge and experience

         To trial the use of webinars as a tool for further use by NRC FLIS, e.g. for meetings and to share knowledge and experience

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| **Time (CET)** | **Agenda item** |
| **10.30 - 11.00** | **Log-in and set up (see short technical guidance below)**  The webinar platform will be open from 10:30 CET so that all participants have successfully joined the webinar for a prompt start at 11:00.  **Note:** you will need an access code which will be sent to you by email. Please have it to hand when logging in. |
| **11:00 – 11:10** | **Webinar introduction and technical briefing**  Owen White, moderator |
| **11:10 – 11:20** | **Introduction to the webinar, welcome and objectives**  EEA host – Teresa Ribeiro or Anita Pirc-Velkavrh |
| **11:20 – 12:00** | **Presentation: Horizon Scanning – experience from the UK**  **Fiona Lickorish**. Head of the Institute for Environment, Health, Risks and Futures / Principal Research Fellow - Horizon Scanning & Futures, Cranfield University |
| **12:00 – 12:45** | **Moderated discussion and questions (see 3.5.3 in Annex 1)**  Questions collected by moderator / discussion  **Note:** this session may be shorter depending on extent of questions and discussion |
| **12:45 – 13:00** | **Reflections and closing remarks**  Teresa Ribeiro or Anita Pirc-Velkavrh |

**Short technical guidance**

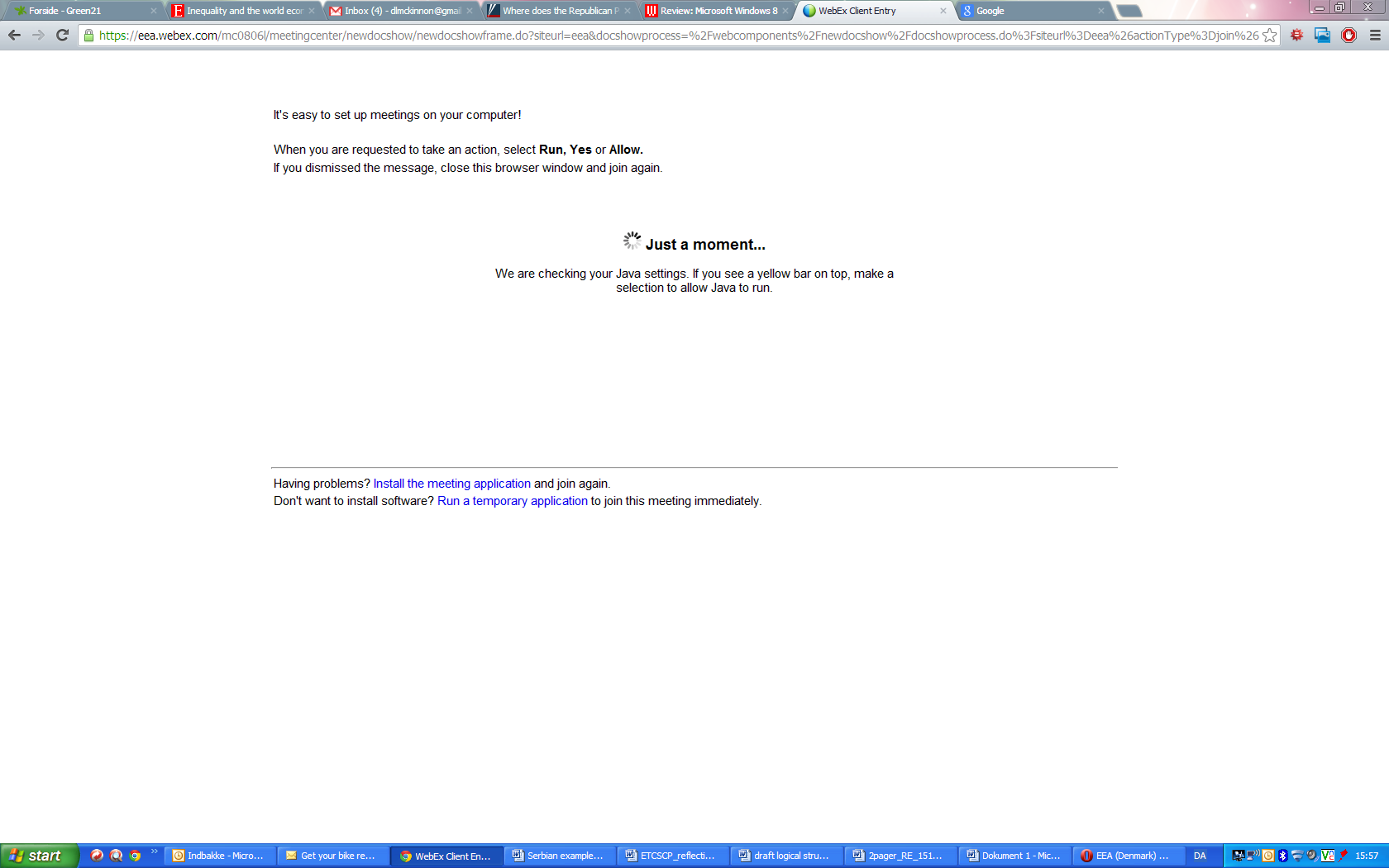
***(see longer version: Annex 1)***

**In the week before the webinar: please check technical compatibility of your computer equipment as described!**

* **Computer with internet** – the presentations and video stream of presenters will run via in your web browser using Cisco WebEx. Optionally, you may use a webcam too, so other participants can see you in case you take the floor to speak. The system automatically uses any webcams properly installed on your computer.

**BEFORE the webinar**:

* A few days **BEFORE** the webinar, please **check whether your computer and its settings are ready to run WebEx**. Use the same (!) computer which you will be using and the same web **browser:** <http://www.webex.com/test-meeting.html>
  + We advise to select the **‘Run a temporary application’** as thebest option when the browser opens as indicated here:

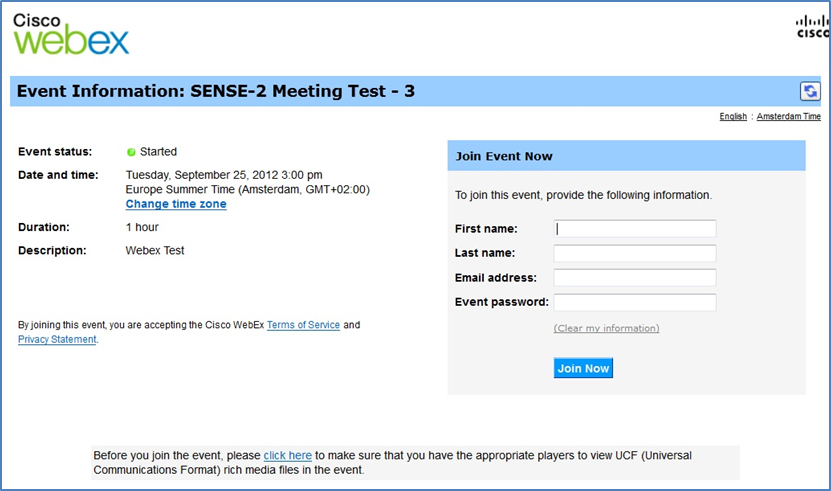


* Should you face any technical problems, check or ask for your in-house technical support to check browser and system compatibility and required plug-ins here: <https://eea.webex.com/docs/T27L/mc0805l/en_US/support/xplatform.htm>
* **Audio** – it is **highly recommended to use a headset for audio during the webinar.**
* **Please do sort out any technical issues a few days BEFORE the webinar as we cannot assist you right before or during the webinar.** Should you have problems which you cannot solve, please contact **Thanh Le** ([Thanh.Le@eea.europa.eu](mailto:Thanh.Le@eea.europa.eu)) for help.

**ACCESS the webinar:**

* Once the host of the web-conference starts the event, it is possible to join the web-conference. The entry page requires providing the following information:
* First name,
* Last name,
* E-mail,
* Event password.

The following figure shows the entry page for the testing event called “SENSE-2 Meeting Test – 3”.

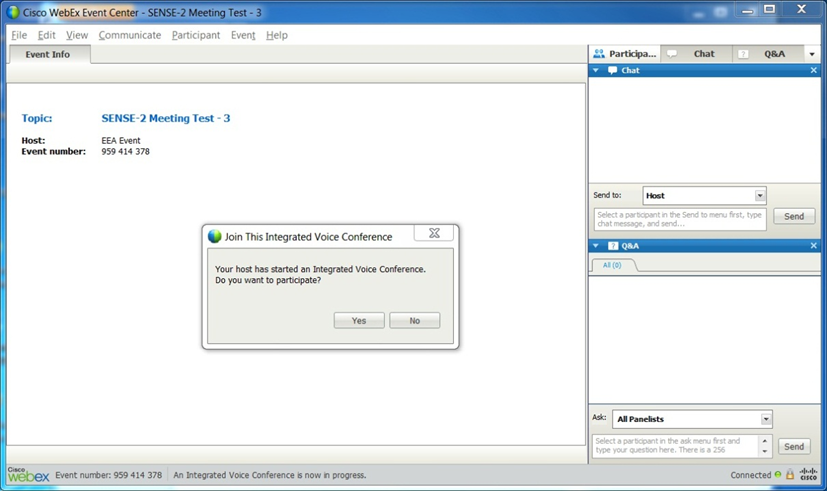


**Figure 1**: *Entry page into Webex Event Centre as attendee*

**Setting Voice connection**

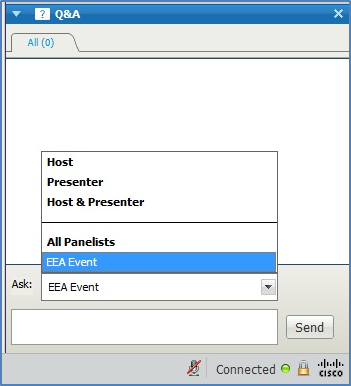
* The participants entering the web-conference system are asked to join the integrated voice conference.

**Confirm with Yes!**

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**Figure 2:** *Integrated Voice Conferene - Confirmation*

**DURING** **the webinar:**

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**Figure 3:** *Q&A Panel*

* This panel is available for the attendees to ask questions **DURING** the presentation. The attendees should send questions to the:
  + Host and presenter

**For more detailed instructions please see Annex 1 in the email attachement.**