

Dear Speaker,

Your stream will be hosted by YouTube's live streaming platform. In order to start the live streaming, you will have to call us on Skype **5 – 10 minutes** prior your scheduled presentation, and share your screen. A test call will be scheduled 2-3 days prior to the lecture day.

Before you contact us check that:

- You have a fast broadband connection.
- You have a Skype account.
- Get the latest Skype version.
- Your webcam and microphone is connected and fully function on Skype platform.
- You can share your screen with your device.

Our YouTube channel can be reached by scanning the QR code bellow, either by the following link:
YouTube Channel: https://www.youtube.com/channel/UC5OMK7oJ5kouuLSBgy_WfEA?view_as=subscriber

As soon as you get this letter please add Ecoweek on Skype with the account that you will be using on the lecture day.

Skype Account: *ecoweek.skype*

In case of any inconvenience regarding **IT Issues** you can contact us via email, on support@ecoweek.online, and schedule a meeting either on **Skype** and **Team Viewer** or **Zoom** in order to assist you.

After consulting, a brief test call and presentation rehearsal will be arranged in the following days.

Please select one of the following slots and inform us at pavlos@ecoweek.online, through your assigned Ecoweek associate, to book your **10 minutes** appointment:

Wednesday, 13th of May (16:00 – 18:00 GMT)

Thursday, 14th of May (16:00 – 18:00 GMT)

Regards,
Ecoweek online
IT Team

