

Dear ECOWEEK participants,

We are online and ready to launch!

ECOWEEK Online is the first of a series of online challenges by ECOWEEK. After 15 years of activity in 17 countries, we see an opportunity in creating new models of interaction, from the physical learning model of lectures and workshops, to a more hybrid-model of virtual and physical activity. We look forward to develop this new model together!

In order to make this happen successfully, we have created a set of guidelines - a survival kit - where you will find all necessary information. It will enable you to deliver your presentation, and/or attend the lectures, and/or work virtually with your group during the workshop sessions.

We would appreciate your cooperation in following the next steps, and for the speakers and tutors, to please allow a test shortly before the event.

For any IT issues, or if you need more clarifications, please feel free to contact the IT Support Team at:

support@ecoweek.online.

For workshops IT support, please contact the ECOWEEK member in your workshop. More information below.

a. lectures

All lectures on May 16 will be hosted by the ECOWEEK **Youtube** channel.

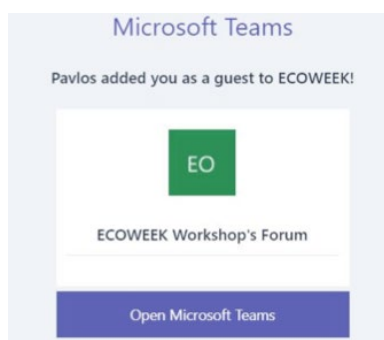
To attend the lectures, follow the **link** below:

YOUTUBE CHANNEL: https://www.youtube.com/channel/UC5OMK7oJ5kouuLSBgy_WfEA

b. workshops

All workshops on May 16 and 17, will be hosted by the ECOWEEK collaborative Teams platform, courtesy by Microsoft. Each workshop will have a shared channel and a private channel for each sub-group. To connect to your workshop channel, please follow the following instructions.

How to download and install Microsoft Teams:



STEP 1:

You will receive an invitation email.
Please select 'Open Microsoft Teams'.

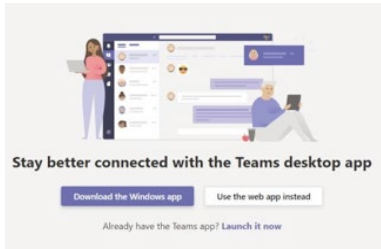




STEP 2:
Sign in to your Microsoft Account.



STEP 3:
Accept Review Permissions by ECOWEEK.



STEP 4:
In order to maintain your private Microsoft Teams account, it is strongly recommended that you choose the 'web app' instead.

Your workshop materials will be uploaded to a Drive folder, courtesy of Google. The link to your workshop **Google Drive** folder will be sent to your email address.

Access to the Google Drive folder opens with the workshops and closes by the end of the workshops. Please save all the work that you upload. In the Google Drive folder you will find useful information and guidelines for your workshop. Please upload the deliverables to the appropriate folder and sub-folder. For example, your 'raw' materials to the 'Raw materials' sub-folder. For workshops working on past ECOWEEK projects, you will find the base materials in the 'Past ECOWEEK project' subfolder.

Thank you! Please feel free to contact us if you need further assistance!
The ECOWEEK IT Team

Contact us at:

IT Queries: support@ecoweeek.online

Workshops W1 & W4 contact Margarita Kyanidou: margarita@ecoweeek.online

Workshop W2 workshop contact Vicky Panagiotidou: vicky@ecoweeek.online

Workshop W3 contact Sofia Passia: sofia@ecoweeek.online

Workshop W5 contact Eleni Mantika: eleni@ecoweeek.online

Workshop W6 contact Despoina Kouinoglou: despoina@ecoweeek.org