

SOUTHBROOK COTTAGES PRESENTATION GENERAL INFORMATION

[Event link - www.winchester.gov.uk/southbrookcottages](http://www.winchester.gov.uk/southbrookcottages)

- You do not need to have a Microsoft Teams account to view the event.
- You can access the event via the Teams app on a computer, laptop, tablet, smartphone or via your internet browser. A reference guide on how to access the event on Microsoft Teams is available, and the document can be found by following the event link above.
- On the day of the event, please follow the link above. Scroll down to the “Related” section, and click on the event “Microsoft Teams Online Information Event - 14/08/2020”. This will launch the Microsoft Teams session. You will be able to access the event 30 minutes before it starts.
- As an attendee, your video won’t be visible to other attendees, the host or speakers. All attendees microphones will be muted and other attendees, the hosts and the speakers will not be able to hear you. You will only be able to see/hear the hosts and speakers videos.
- You will be able to ask questions to the presenters through the Q&A function. Questions will be screened by the presenters before they are published, to ensure that they are relevant, and do not contain upsetting/offensive content. Please note that time constraints may mean that we are unable to publish/answer all questions submitted, but all relevant questions will be answered after the event.
- The session will be recorded and available to watch back if you are unable to attend the live event. Please visit the link above to watch the recording. Questions will accepted until Wednesday 19th August 2020. If you are watching the session at a later time, please submit your questions via email to **newhomes@winchester.gov.uk** so that they can be included in the follow up document. We aim to publish the Q&A sheet by Friday 21 August 2020.
- Winchester City Council is adapting to find new ways to communicate with you. We would welcome your feedback after the event, so that we can continue to develop and improve the service we provide. A short survey can be found on the event link and we would welcome your views.