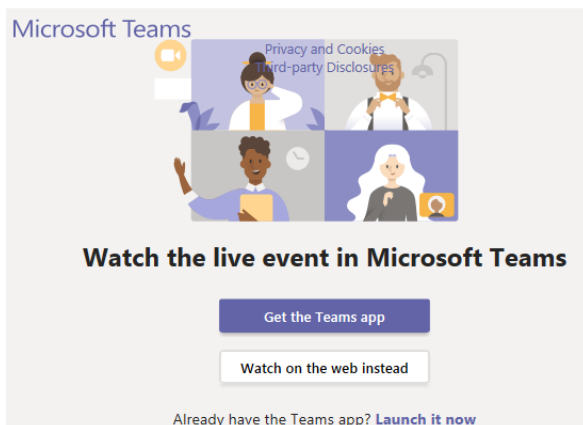


# WINNALL FLATS DEVELOPMENT - VIRTUAL INFORMATION EVENT

## HOW TO JOIN

**You do not need a Microsoft Teams account to access the event. You can access the event via the Teams app on a computer, laptop, tablet, smartphone or via your internet browser.**

1. On Thursday 15 October 2020 open a new web page and visit [www.winchester.gov.uk/winnallflats](http://www.winchester.gov.uk/winnallflats)
2. Once on this web page scroll down to the **'Related'** section.
3. Click onto the event, called "Winnall Flats Development Proposal – Live Virtual Event"
4. You will be taken to the Microsoft Teams – screen shown below:



5. If you have the Microsoft Teams app please click **'launch it now'** written in blue text. If you don't have the app please click on **'watch on the web instead'** in the second text box, coloured white.
6. If you have an account please **click 'sign in'** if you don't have an account please **'join anonymously'**
7. You will be allowed to join the event 30 minutes before it starts; your screen will be blank until the event starts at 3pm and you will not be able to hear anything until this time.
8. At the end of the event please click **'leave'** and simply close your internet browser.

# INVITATION

**Tip:** It is advised to join the event 15-30 minutes before it starts. If you try joining more than 30 minutes before you will be unable to. You will only be able to submit written questions during the event. You will not be able to submit any questions until the event has started. If you wish to submit questions before the event, please email [newhomes@winchester.gov.uk](mailto:newhomes@winchester.gov.uk).

## Further information:

The question function will be available throughout the session, so please ask your questions at any time during the presentation. We will answer as many relevant questions as possible at the event, unless it is more appropriate to answer offline. Please keep your questions relevant to the scheme, as those not relating to the project will not be published. It's likely that many of you will have similar questions to ask, and so we will group similar questions together to keep the question board as easy to read as possible, therefore please do not be offended if your question is not published. All relevant questions/answers will be published after the event and can be found at; [www.winchester.gov.uk/winnallflats](http://www.winchester.gov.uk/winnallflats)

You can re-watch the session after the event, by following the link, but you will not be able to ask questions using the chat function. If you have any questions or comments after the event please email [newhomes@winchester.gov.uk](mailto:newhomes@winchester.gov.uk) Questions and comments will be accepted until 22/10/20 Answers will be published in the document titled 'FAQs' on 30/10/20.

## Feedback:

Due to the ongoing situation with COVID-19 we are unable to meet face-to-face to share ideas and learn from each other. We appreciate that a virtual presentation will be a new experience for many of us, and we want to hear your views on what worked well, and if there is anything that you feel we can improve for next time. Please visit [www.winchester.gov.uk/winnallflats](http://www.winchester.gov.uk/winnallflats) after you have watched the event to complete a survey about your experience of this event; this should take no longer than 5 minutes.

**Thank you in advance for your support.**