

INVITATION

WINNALL FLATS DEVELOPMENT VIRTUAL PRESENTATION GENERAL INFORMATION

www.winchester.gov.uk/winnallflats

- You do not need to have a Microsoft Teams account to participate in the event.
- You can access the event via the “Microsoft 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 this guide 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 “Winnall Flats Development Proposal - Live Virtual Event” 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 the presenters. Your microphone 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 presenters 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. It is likely that there may be similar questions asked by several participants, and these will be grouped together to ensure that the question board is easy to read, therefore please do not be offended if your question is not published. Please note that time constraints may mean that we are unable to publish/answer every question 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 and comments will be accepted until 22/10/20. If you are watching the session at a later time, please submit your questions and comments 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 30/10/20.