



## What is a webinar?

A webinar is a live meeting that takes place over the internet. The meeting can be a presentation, discussion, demonstration, or instructional session. Participants are sent a link to access the webinar and can listen in via their computer/laptop.

In this webinar, there will be a panel of webinar speakers who will be presented with a series of four questions on this particular topic. The webinar will last for approximately 1 hour and 30 minutes.

The software we use for our webinars is Youtube. Please make sure that you have the following prior to the webinar:

- Access to a laptop/ computer
- Access to the internet
- Access to Youtube
- Access to sound via your laptop/computer

Throughout the webinar there will be opportunities for listeners to ask the panel questions.

## Where can I listen to the webinar?

The great thing about webinars is that you can listen from anywhere, whether that be at home, at your local council meeting place, at a friend/family members home – anywhere! As long as you have access to the four bullet points above, you'll be able to listen in. If you are close in location to another local council, we encourage you to get together to listen to the webinar in the same room. This allows the opportunity to share resources and share learning with each other.

If you don't have internet access and are from the Cardiff area, we have a room booked at our offices in Cardiff where you can come along and listen in. The address is:

Wales Audit Office, 24 Cathedral Road, Cardiff, CF11 9LJ

## I have a question for the panel, how do I get my question to them?

There are a number of ways to send questions to the panel:

- Send us an email with your questions. You can do this prior to the webinar or on the day – [good.practice@audit.wales](mailto:good.practice@audit.wales)
- Send us a tweet on Twitter via the hashtag #WAOfigov
- Send us a question via the question panel on Youtube (please note that you need to have registered for a Youtube account in order to access this feature)

## I am unavailable on the date of the webinar, what can I do?

Great news! If you are unable to access the webinar on the day, we will be recording the webinar and will circulate the details to those interested the following day. This means that you can listen to the webinar in your own time.