**FAQ’s Virtual Annual Roadshows**

**What are EAAA’s annual roadshows?**

Our Annual Roadshows are an opportunity to celebrate the past 12 months, thank existing supporters and introduce new ones to our work. This year we'll be taking the event to a virtual stage and updating participants on our current position and the Covid crisis, our 20th anniversary celebrations along with some exciting virtual experiences that would not be possible in-person!

Join us on Wednesday 14th October 2020, at 5.00pm, to find out more about our life saving work and our plans for the future.

**Why did EAAA decide to move the live event to a virtual experience?**

We want to connect as many people in our region as possible, and we want to do it safely, so in light of Covid-19, our Annual Roadshows are now proceeding as a virtual gathering.

We’re excited to deliver these events unconstrained by physical limitations. We recognise the unique opportunity to connect more people in the EAAA community with our updates and activities over the last 12 months in a reimagined format.

**Do I have to pay to attend?**

No, the Roadshow is free to register and attend. Donations would be very welcome as a few supporters have expressed an interest to donate the cost of their usual travel to the in-person event version. Or, why not donate what you think the event was worth after watching?

**How do I register for the event?**

Registration is now open! You can sign-up and secure your place through our website here – [www.eaaa.org.uk/2020roadshow](http://www.eaaa.org.uk/2020roadshow) It’s quick and simple to do! We will only use the details you have provided to send you information with regards to this event. Please note that the email address you register with will be the one we send the link to for you to watch the event.

**How will the event be shown?**

Like many other events we have chosen to take this one to the virtual online stage! We will be using our trusted and secure Microsoft Teams platform to produce the event live for you on the day. Teams works a lot like Zoom, meaning we are able to create and host virtual events for thousands of people to watch at the same time!

**Do I have to download an app or install software to watch the event?**

There is no need for you to download any applications or software to watch the event through Microsoft Teams if watching on your computer. Once you click on the link it will open up a tab in your web browser. You will then have the option to ‘download the windows app’ or ‘watch on the web instead’. You want to select the latter option which will re-direct you to a page where you can view the live event online.

**Can I watch on my mobile device or tablet?**

Yes of course, however on most devices it does require a download of the application Microsoft Teams, which you will be prompted to do. To do so, please follow the link we send you in your email a few days prior where you will be asked to download the Microsoft Teams app in order to watch the event. It’s advisable to do this a few days before the event and as soon as you receive the link to join so that you’re set up and ready to go on the day! The Microsoft Teams app is free to download and once downloaded, there is no need to create an account, simply go back to the link we send you and the event will open automatically in the app with the option to ‘join as a guest’. By selecting this option you can then add your name/nickname and join meeting. Please note that the layout may differ depending on screen size etc.

* **Supported operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
* **Supported mobile operating systems:** Android 4.4 and later, iOS 10 and later
* **Supported web browsers:** Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari

**If I want to watch the event, but can’t make the date or time, can I still view the event on-demand?**

Yes of course! We will be recording the event to send out to all registered participants within 24 hours of the live event taking place.

**Will I be able to ask a question during the event?**

You will have the opportunity to pre-submit questions at the time of registration. This is really helpful to us as it enables us to manipulate the content into something that we know you’re interested to hear about. You can also ask questions on the day using the Q&A box function, however depending upon time we may not be able to get through them all! If we do run out of time, we will answer these, following the event, in an update on our social and digital platforms.

**Will my video and audio be viewable to everyone else?**

No, as an audience member you will have no video or audio capabilities throughout the event. You will, however, be able to interact with us and other participants using the Q&A box function which we will explain during the introduction.

**When will I be sent a link to join?**

**Can I invite my friends and family to watch too?** We will send you a link with details of how to join 3 days prior to the event. Please keep an eye out for this in your inbox and do let us know if you haven’t received it. It is also worth checking your spam folders! We can always re-send if necessary, in which case please contact us at info@eaaa.org.uk.

Yes of course! However instead of sharing the link we send to you, please ask them to register and join the event via our website, we can then ensure that we send them the correct link to watch along too.

**Who do I contact if I have any further questions?**

If you have additional questions about our Virtual Annual Roadshow, please email us at [info@eaaa.org.uk](mailto:info@eaaa.org.uk). We look forward to hearing from you.