**Online training instructions**

Purpose of this document

This document provides general guidance on conducting training in the form of webinars and serves as a supplement to the module scripts and trainer briefing sheets. However, it is not a general introduction to webinars. For general guidance on conducting webinars, refer to the official documentation of your chosen webinar platform. Most platforms provide detailed user guides and troubleshooting tips on their websites.

Since different platforms and software may be used depending on the context, this guide is not tailored to a specific webinar platform and does not contain step-by-step instructions for using specific tools.

Requirements for conducting the training online

Hardware requirements:

* Modern desktop or laptop computer.
* Webcam, headset and (if not included in headset) microphone.
* Stable internet connection - ensure that both trainers and participants have sufficient bandwidth to support the webinar.
* Quit workspace with adequate lighting.

Software requirements:

* Standard web browser (e. g. recent versions of Google Chrome, Mozilla Firefox, Apple Safari, Microsoft Edge).
* Webinar application or browser version (e. g. Zoom, Microsoft Teams, etc.) - apps usually provide better performance than browser-based version.
* ArcGIS software (for exploration of GIS data)

Adaptation of individual modules

If all technical requirements are met, all training modules can be conducted online. Detailed instructions for adapting each module to an online format are included in the module scripts.

Best practices for effective training webinars

* Ask participants to mute themselves when they are not speaking to minimize backround noise.
* If bandwidth allows, require participants to turn on their webcams at least during introductions and when speaking to enhance engagement.
* Allocate sufficient time for introductions to foster personal connections among workshop participants.
* Make use of the chat function on webinar platforms for interaction and quick feedback.
* Use breakout rooms for small group discussions and assign participants in advance to ensure smooth transitions.