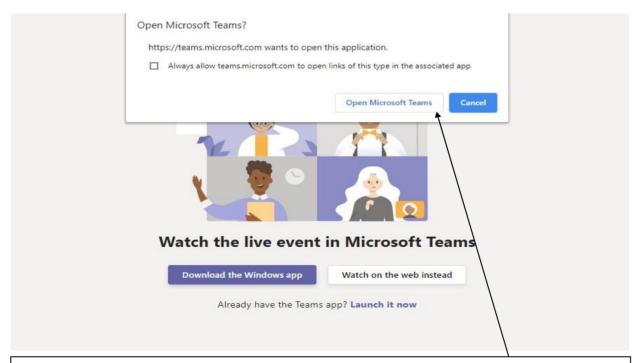


How to attend and ask questions at the National Autistic Society's Wills and Trusts Webinar

Thank you for your interest in the National Autistic Society's Wills and Trusts Webinar, being held at **10am on Thursday 30 September**. We hope that you enjoy the event and find it informative.

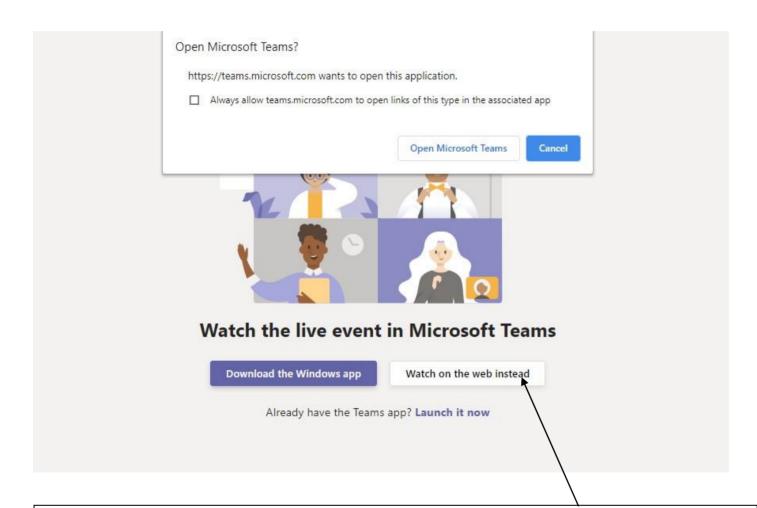
1. How to access the event on the day

Step 1: To access the event, click on the button in the email sent to you just before the event.



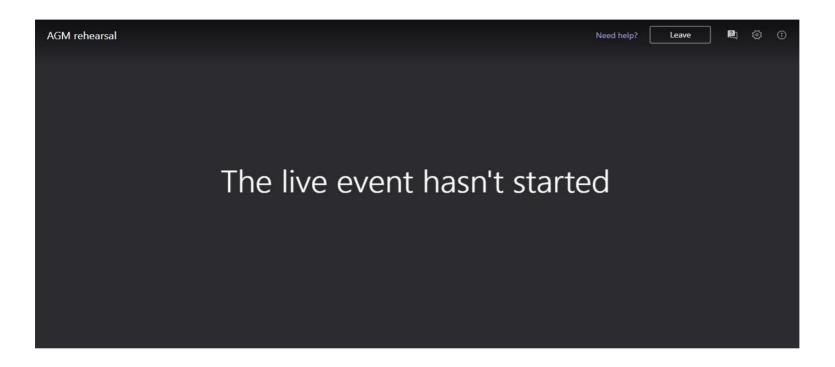
Step 2: If you have the Microsoft Teams app installed on your computer, please click 'Open MicrosoftTeams'.





If you do not have the Microsoft Teams app installed, click 'Watch on the web instead'.





Step 3: You'll then be navigated to the live event. If you join before the meeting starts at 10am on 30 September, you'll see the message above.

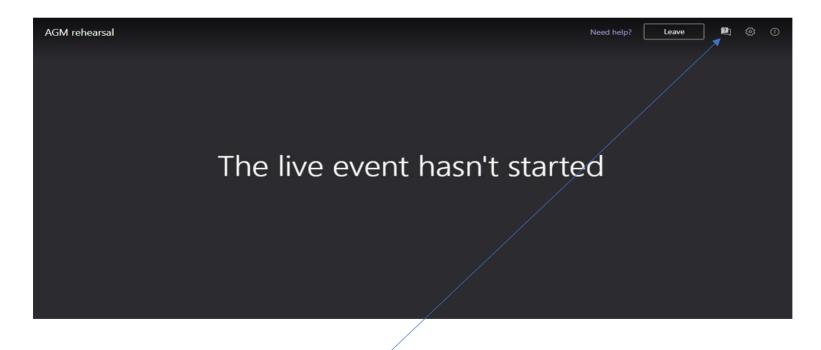
The meeting will then begin automatically at 10am.

Microsoft Teams Live Events works very much like a news broadcast – attendees will be able to see and hear speakers making an address but not vice versa.



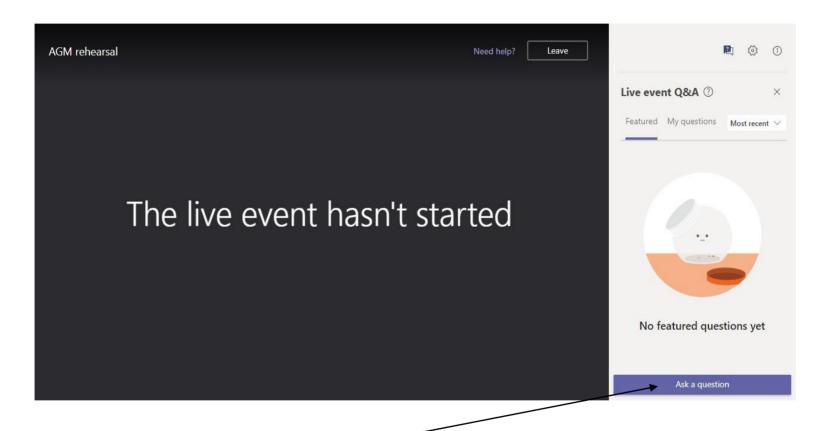
1. How to ask a question during the event

Event producers will be collating questions during the event. Any questions that are repeated or cover similar themes will be combined into one question. One of the event's producers will read out collated questions at the start of the question and answer session for the speaking panel to answer. Please note, there will be one question and answer session at the end of the event, we will not be pausing for questions after each speaker.



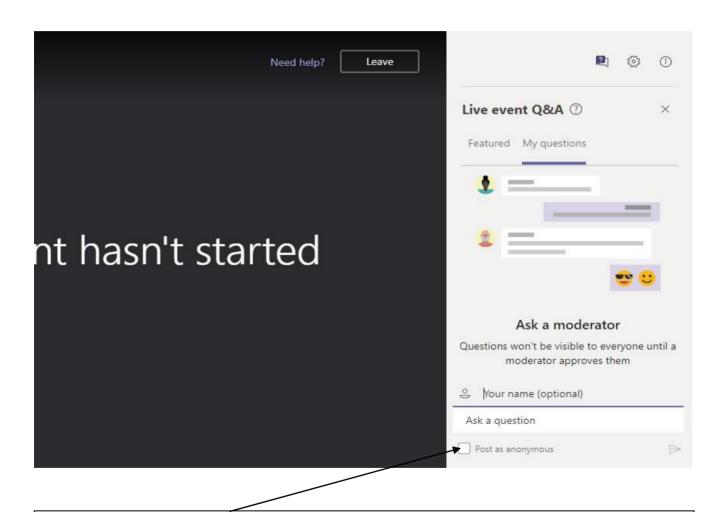
Step 1: If you wish to ask a question during the event, click on the small question tab at the top right-hand corner of the screen.





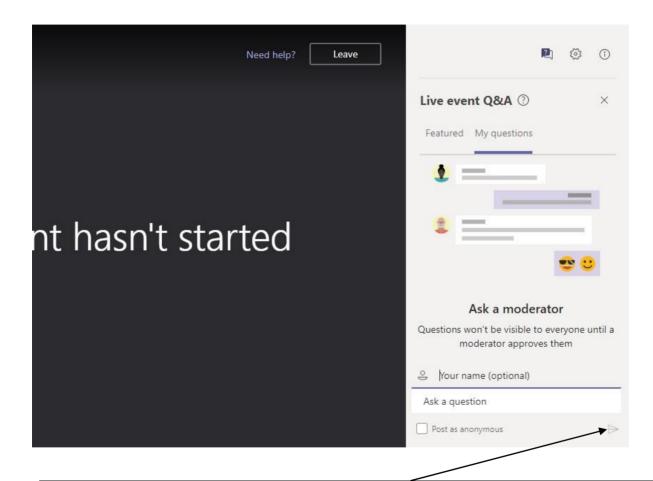
Step 2: Then click the 'Ask a question' button.





If you would like to post your question anonymously, click the 'Post as anonymous' box.





Step 3: Once you have finished typing your question, click the 'send' arrow.

Please note, your questions will need to be approved by one of the event producers, so your question may not be displayed after you have sent it.



Notes

It is possible that there will not be enough time to answer all questions during the event and it may be that the speaking panel are not best placed to answer questions.



