

Information and guidelines for the e-discussion (13.-16.11.2018) subsequently following the Webinar on the VSD Typology Tool (12.11.2018)

Please find below some technical information and guidelines on how to participate in the e-discussion:

- **How do I participate?** All messages will be sent and received by e-mail directly in your e-mail account. To participate in the discussion, **please send just a “reply” on the last posting you received**. Please note that when you reply to a message everyone in the group will receive it. This is a great opportunity to share our ideas and experiences.
If you would like to reply only to the author of a post, scroll down to the end of the original message and click **“reply to sender”**. Only the sender will receive it and no one else.
- **In which language shall I write?** The discussion will be in English, but you are free to post messages in your preferred language (English, French or Spanish).
- **How do I write my input?** Your input should be short, precise and informative, meaning that your message should be readable on the screen without having to scroll down. You can add further information (e.g. project brief) to the e-mail but emphasis should be given to the posted statements in your e-mail. This makes it easier to ensure a lively discussion and exchange of experience.
- **What inputs do I send?** We would like you to share your knowledge, experiences and opinions related to the key questions and topic with the group. We are particularly interested in practical experiences from the field.
- **I have never participated in an e-discussion and others know much more...** Even if you are a freshman in the field please be encouraged to join the discussion so that all of us can benefit from new knowledge, fresh and innovative ideas and approaches.
- **I don't want to actively participate in the e-discussion...** In this case, we highly recommend changing you email notification preferences to daily (or weekly). To do so login to your dgroup (<http://dgroups.org>), click on “My account” and then on “Preferences”, and change the notification preferences.
- **Where do I get technical support?** You can also participate in the discussion using the e-discussion platform: <http://dgroups.org>. Since you are all members of the e+i network you have access to the dgroup platform using your passwords. In case you do not recall the password, don't worry, just click on “forgot password”. If you have any technical problems, please contact the facilitator team directly per e-mail (Katharina.walker@helvetas.org or hilpert@inbas.com).