

WELCOME LETTER - CITIZENHOST INFORMATION & PRACTICAL INFO

START EVERY EVENING by opening the mail: slides@varmvelkomstaarhus.dk - code: xxxx. Press the MAIL-icon on the desktop, then you will open the inbox., sign in if needed.

In here you will find two very important elements of information.

1: If the secret guests are using slides, they will have mailed them to this address, maybe directly or using WeTransfer.com. If they are in an email, drag the attachment onto the desktop, so it is ready for the secret guest. If the guest have send them to you, using WeTransfer.com – follow the link, download the file and the open the folder downloads – see icon on desktop – then drag the file out onto the desktop.

2. If there is any information regarding how you should leave the Habitbreaker Palace when the evening is over – it is in an mail titled: HabitbreakerPalaceXX:XX:XXXX (Todays date). This means, that if you find no email with this title, you can leave the chairs in the cinema formation. If you find an email it will specify how you are supposed to put the chairs and anything else.

In the pile to the right of the closet you'll find the following:

- **List of participants:** There might be more attending than shown on the list. The lists are printed once a week, so people could have signed up after. Then just add their names and email.
- **One printed Citizen Host manual + four of the shorter version**
- **A printed version of this WelcomeLetter**
- **The Community Task Sheet**
- **A pile of sheets** in which you can find one with the name of the facebook group with tonight's theme
- **Under the big screen** you'll find a frame with the program for tonight and another with name and code for the wifi. the net is called; Vanebryder and the code is: hurlumhej
- **In the 'treasure box'** in front of the big screen, you'll find all the community-maps.

BIG SCREEN is used for playing welcome-music and showing movies, webpages etc. (We only use this screen). The screen is (hopefully) set up to duplicate the computer-screen, so that everything you see on the computer, should be shown on the big screen. If it doesn't work, you have to locate the little screen-icon in the top right of the computer-screen. The icon resembles a small square with a triangle, then chose from the drop-down menu and select 'duplicate/dubler'.

- The screen should be on, when you arrive. Otherwise the remote is on the grey window frame, and you have to point it towards the small hole in the bottom right of the screen.
- Remove the window transoms; they click out when you carefully lift in the bottom.
- Spotyfi is logged in – use it to play welcome-music
- Use the remote to control audio. We play all sound through the TV, so don't use the loudspeaker cable – it delays the sound.

To show the movies / webpages:

- The WelcomeMovie is found on the desktop titled: WelcomeMovie
- The Community movies are all located on the desktop in the folder: CommunityMovies Warm Welcome.
- You can drag the movie with your theme and place it on the desktop, so it is easy to access for you. Please remember to put it back in the folder afterwards
- You just double-click the movie, then it opens and begins
- To show the WelcomeMovie in full screen you click on the small player, that opens in the middle of the movie-screen. The icon you have to click is in the right corner of the player. Press escape to go back.
- The Community movie opens in a different player. Here you can create full screen by going to the drop down menu in the top of the screen, find 'oversigt', and choose Fuld skærm – use 'esc' to go back.
- Use the firefox-browser to show websites. (varmvelkomstaarhus.dk/orgs) On facebook you should be automaticly logged in (if not: xxxx@xxxx - code: xxxxx)

PRACTICAL TASKS BEFORE AND AFTER THE MEETING:

- Some times you will have to put the chairs in the cinema formation, when you arrive. If you need extra chairs, the extra chairs are in the wagon in front of The Habitbreaker Palace. If you end up being 40 people, you'll need to move the closet to the left. You open the hinges on the wheels and push the closet. Then you can put up extra chairs in the reverse room and have the secret guest enter from the front door.
- Plates and glasses are in the kitchen and in the cupboard in the reverse room. Put out glasses for GooseWine in the MeetingRoom and make ready for the coffee ritual in the reverse room (boil water ect.) put out some glasses and coffee / water / Tea for the secret guests in the Quiet Garden.

- Coffee and popcorn are in the big cupboard (Apotekerskabet) in the 4 drawers closest to the kitchen. If the test tubes for the coffee ritual are empty or if there isn't enough, you fill them with coffee using the small funnel located in one of the 4 drawers.
- All the stuff for gift wrapping are in the boxes next to the piano.

After the meeting:

- When the WelcomeEvent is over, please make sure that the room is fit for the next meeting or for arrangements next day. Remove any spilled popcorn or other trash.
- Fill new water bottles and put them in the refrigerator.
- If you received an email with specifics about how to make the room look before you leave (e.g. chairs or tables in specific positions) then follow the instructions.
- Start the dishwasher when you leave, take out the trash and remember to put the key back in the key box.