

RCSLT webinar guidelines for participants

This document covers:

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1. Registering for the event

- I. Please follow the advertised link to register for the event.
- II. Complete the online registration form. This is a short form so it should not take long. You will also have the chance to send an advance question for the Q&A session when you register (you will still be able to send a question during the live event too).
- III. You will receive an email with your registration details and details about how to join the event. **Please keep these as you will need them for the event.**

2. Before the event

Before the event please make sure you have the right equipment.

To login > You will need a computer or laptop

To listen > We are using Cisco Webex as our interface and the audio will be over the internet rather than the telephone. This means that you will need speakers and/or headphones to access the audio.

To send a question > Any questions you have for our presenters can be typed into the chat box (which means you do not need a headset to speak into).

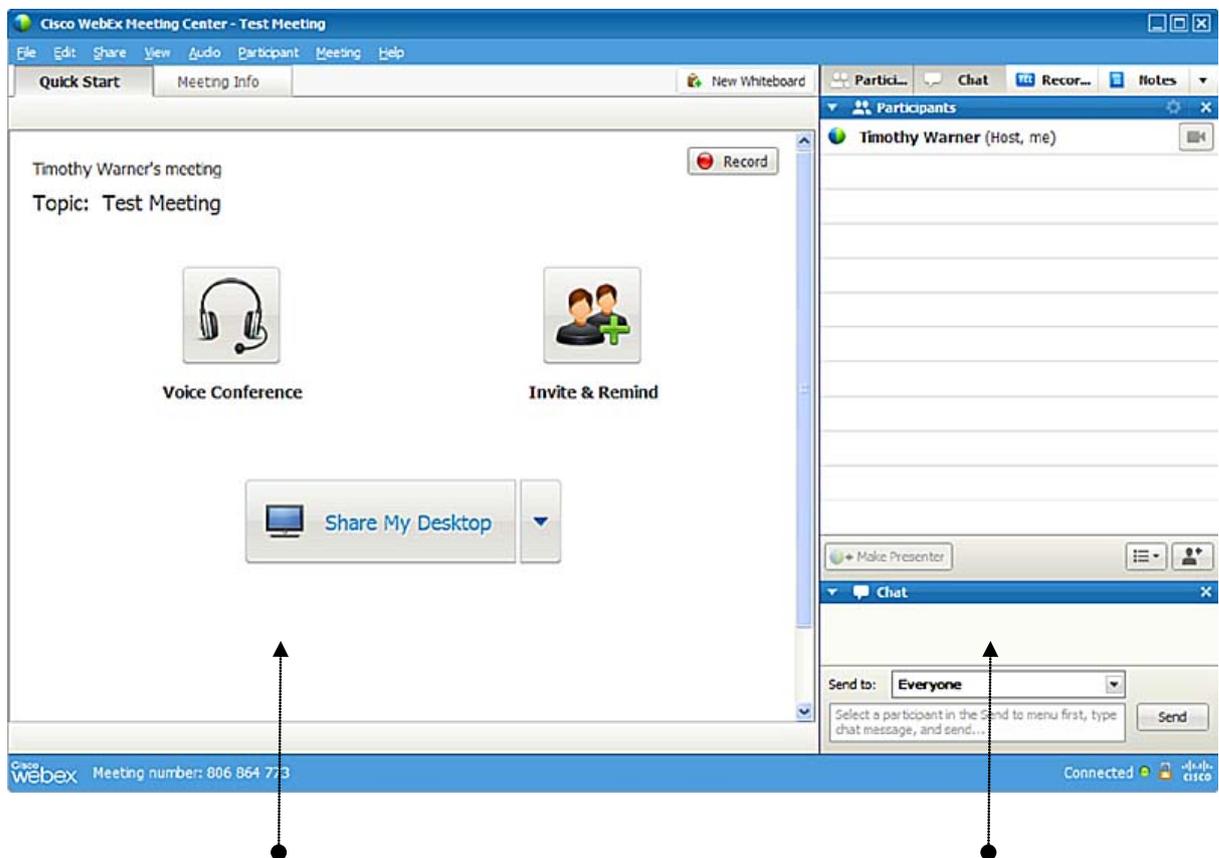
3. Joining the event

- I. In the email you received after registering there is a link to follow for the event. **You need to follow this link to join the event.**
- II. You are able to join the event up to ten minutes before it starts. **We recommend you allow yourself this time so that you do not miss any of the event.**

- III. Once you have clicked on the link please follow the instructions on the screen. You will be asked to download the WebEx Event Manager - please follow the instructions.
- IV. If you are using a non-Windows or Macintosh operating system or browser other than Internet Explorer or Firefox, a Java Client will be downloaded automatically when you join an event.

4. Event features

When you have joined a webinar you will be able to see what the panellists are showing you and hear audio. The panellists may show you presentations, video, images, or even share their desk top with you.



This area is called the **whiteboard** – it is where you will see the presentation and any items which are shared during the webinar

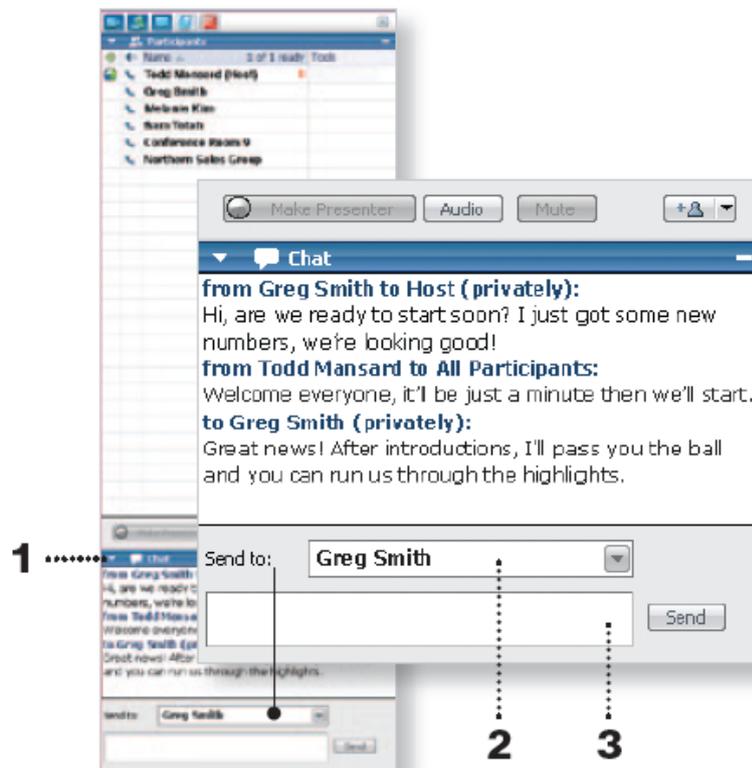
There are also **feedback panels** where you can participate.

Note that these may be arranged differently in the version you are using.

The **feedback panels** contain tools which allow you to participate. They may be arranged slightly differently on your screen, but they should all be there. You can participate by:

I. **Sending a comment to the panellists using the Chat feature.**

The chat panel looks like this:

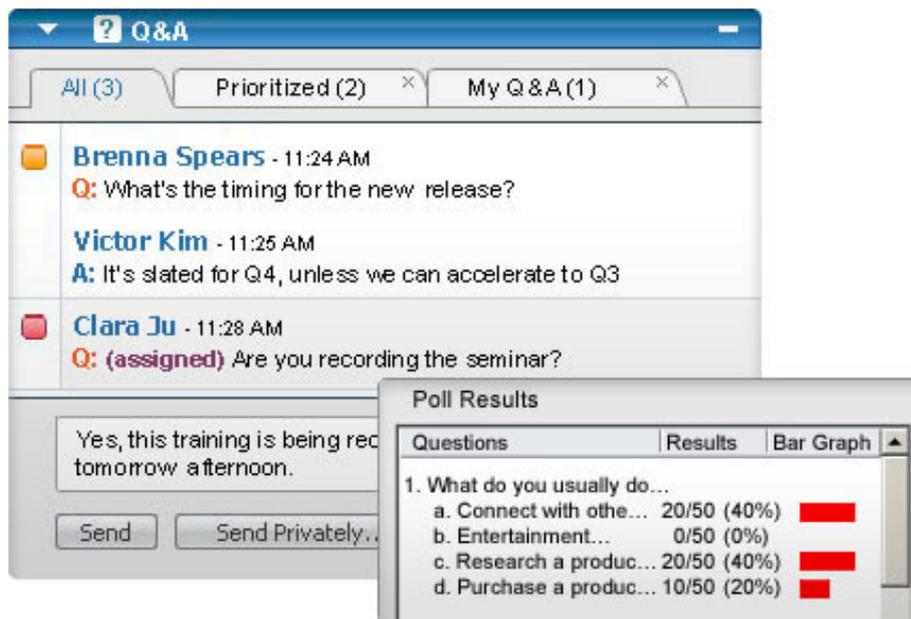


You may chat privately with meeting attendees, make comments, or send a note to the meeting host during your WebEx session.

1. Click on the Chat tab to open a chat window.
2. Choose the person or people with whom you'd like to chat:
All Participants: Address everyone in your meeting.
Host: Chat privately with the meeting host.
Individual: Hold a confidential conversation with another meeting participant.
3. Click in the Chat box and type in your message, then click Send.

II. Sending a question using the Q&A feature.

The Q&A panel looks like the panel below. Please use this feature for questions to panellists:



If you have question for the panellist please note that this will not be answered until the Q&A session begins.

III. Using your feedback icons. As a participant, you can:

- click the **Raise Hand** button if the presenter asks for a show of hands in response to a question or if you have a question
- *select **yes** or **no** in response to a question
- select **too slow** or **too fast** to indicate that the presenter's pacing is too slow or too fast
- select **Applause** or **Laughter** to express your emotions



Here are the feedback icons

5. Technical requirements: Browser support

Please note that unfortunately the webinar software is not currently supported on mobile at this time.

Here is a list of operating systems which are supported, with recommended browsers shown in bold:

| Browsers (Recommended browsers are shown in bold) | | | | | | |
|--|--|--------------------|--------|------------|------------|------------|
| Internet Explorer | 6, 7, 8 (32-bit/64-bit) , 9 (32-bit/64-bit) | | | | | |
| Mozilla | | | | 1.7 | 1.7 | 1.6 |
| Firefox | Latest | Latest | Latest | Latest | 2 | 2 |
| Safari | | 4, 5.0, 5.x | | | | |
| Chrome | Latest | Latest | | | | |

6. Technical requirements: Operating systems supported

The webinar software should run on the following operating systems:

| | Windows | Mac OS X | Linux | Solaris |
|--------------------------|---|--------------------------------|---|----------------------------------|
| Operating Systems | XP SP3, 2003 Server, Vista 32-bit/64-bit, Windows 7 32-bit/64-bit | 10.5, 10.6, 10.7, 10.8 | Ubuntu 10x and 11x (Gnome), Red Hat 5, 6, Open SuSE 11.4 Fedora 15, 16 (all 32-bit) | Solaris 10, 11 OpenSolaris (x86) |
| Available WebEx Services | All services | Event Center Remote Support | Event Center Remote Support | Event Center Remote Support |

7. Technical Requirements: Minimum System Requirements

Here is a list of minimum system requirements – what your computer will need to run in order for the webinar to be successful:

| Minimum System Requirements | | | | | | |
|-----------------------------|---|--------------------------------|--|---|---|---|
| Processor | Intel or AMD | Intel | Intel or AMD | UltraSPARC or Intel or AMD | PA-RISC | PowerPC |
| JavaScript | JavaScript and cookies enabled | JavaScript and cookies enabled | JavaScript and cookies enabled | JavaScript and cookies enabled | JavaScript and cookies enabled | JavaScript and cookies enabled |
| Other | Active X enabled (unblocked for IE is recommended) Sun Java 5 or later | Apple Java 5 or later | Sun Java 5 or later, libstdc++ 6.0, GNOME/KDE windowing system | Sun Java 5 or later CDE windowing system | Sun Java 5 or later CDE windowing system | IBM Java 5 or later CDE windowing system |