BobWillisOnline.com

How does a webinar work?

The presentation is provided over the internet using a high speed connection normally available in all companies. This allows the training material to be accessed along with any other multimedia content.

Minimum System Requirements:
PC - Windows 2000, XP home, XP Prop 2003 Server, Vista
MAC - MAC OS
High speed internet connection

In addition:
Individual user – headset (with built-in microphone for question time)
Conference room - audio output plus microphone/keyboard for question time

Registering on a webinar

Prior to the event you will receive an email with a link to register on the broadcaster's website

Click on REGISTER NOW and complete the registration form

After registration you will receive an email confirming your registration and the option to add the webinar information to your Outlook calendar. This email also provides your unique logon ID and information about joining the Webinar. We recommend you immediately test the "Click to Join" link to ensure that you are able to successfully connect to GoToWebinar when you should see a screen asking you to "come back later" similar to the one below but showing the title and date of the webinar you booked.

If you encounter connectivity issues, this may be due to your company's internet security policies which will need to be addressed by your IT department.

Majority of webinar events are approx. 60-90 minutes duration, special events may be longer, check individual event details for timings.

Individual engineers*
Single staff members can best appreciate the content on their own computer using a set of headphones and ideally fitted with a headset microphone. Headphones with built in microphone gives the ability to listen and interact with the instructor in an open plan office environment. Separate speakers and microphone are not ideal in an open office.

The most important thing is to test your headphones and microphone a few days before the online session to make sure everything is working fine with your PC. Incorrect set up of the headphones or microphone is the most common cause of problems rather than the internet connection to the presentation.

A Group of staff*

If a number of staff members are attending the presentation it is important that one person takes responsibility for booking an appropriate meeting room with PC and data projector or suitably sized plasma/LCD screen with speakers. The room should be booked a minimum 30 minutes before the seminar start time to allow the co-ordinator to check out all the equipment and logon on to the internet prior to the webinar start time and adjust the screen and sound levels for the group size. Also book the room for 30 mins after the end time to allow for questions and group discussion. The PC or screen should be fitted with speakers to hear the audio content. Alternatively, if this is not available the sound is available by dialling into the webinar over a phone line via a conference phone on handsfree. A microphone enables the group to ask questions directly to the presenter at the Q&A session, alternatively a keyboard can be used to type in questions during the webinar.

* each registrant only has one logon, therefore multiple staff must view the presentation together on one PC

Attending the webinar

On the day of your scheduled webinar, a few minutes before the start time, press the "click to join" link from your email confirmation. This will launch the software and you should see the webinar introduction screen. If the organiser has not yet logged on then you may see a screen "Successfully Connected – waiting for organiser" (shown below) and the screen will change when the organiser logs on and you will hear a recorded message when the webinar is starting.
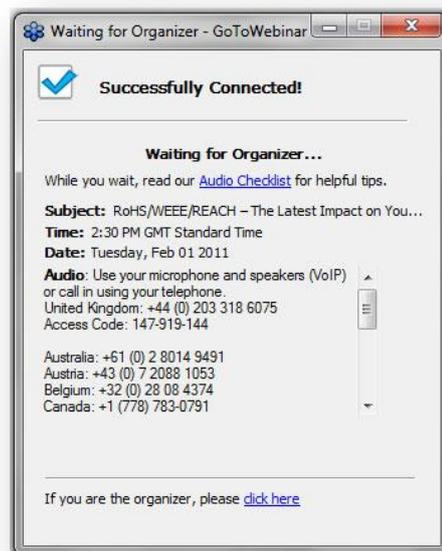
During the presentation attendees will have the opportunity to ask questions by typing questions into the onscreen Question box on the control panel (shown below), as attendee audio lines are muted during the presentation. The presenter will answer the questions during Question Time.
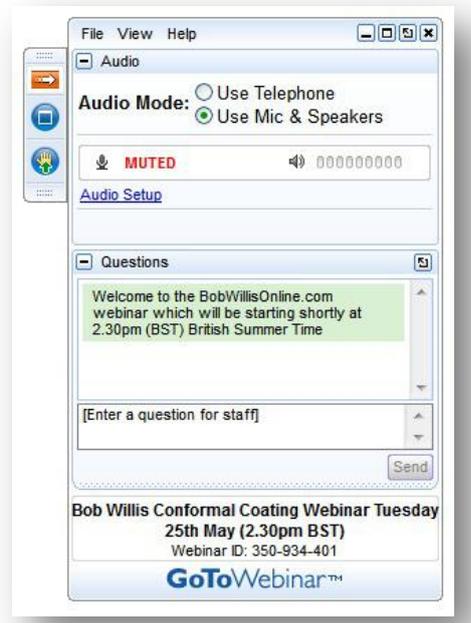
After the event a pdf of the presentation slides will be distributed to registrants.

Bob Willis
February 2013