

*IMPORTANT! If you haven't been on one of our webinars before, please read the details below that will guide you.*

## **Confirmation and Reminders**

Once you register for the webinar, you will receive reminders 1 day and 1 hour before the start. These will show Australian Eastern Daylight Time (AEDT). This may not be the time in your location. The reminders have an "add to calendar" link. If you use a computer-based organiser, this will add the webinar to your schedule at the correct time in your location. Alternatively, check your local time here:

<http://www.timeanddate.com>

## **Technology Requirements**

You can participate on a computer that has speakers, a smart phone or tablet with a high-speed internet connection. If you don't have speakers on your computer, you can still watch online and listen by dialling in on your phone. The number will be in your confirmation and reminder emails.

If you have not been on a webinar using Citrix GoToWebinar before, you may need to download the software or an app to participate. Please do this ahead of the scheduled time, so you don't miss the start.

## **Interactive Participation**

Our webinars are designed for a high level of engagement. Here's how you can participate:

1. You will be able to type in questions and comments at anytime. Only the webinar facilitator will see these. Ann responds to these at intervals, during the webinar.
2. There will be polls where a question with multiple-choice responses will appear. You are able to choose an answer with a click of your mouse/touch on your screen on smart phone or tablet. Results are collated and shared on-screen.
3. If you have a microphone, when you arrive at the webinar it will be muted automatically. GoToWebinar will tell you "you are in listen-only mode". If you "put your hand up" the facilitator may unmute

your microphone so you can speak and everyone can hear you.

4. Of course, you are welcome to just sit back and listen! We do recommend that you take some notes during the webinar and especially that you identify your key takeaways and actions at the end.

### **Joining The Webinar**

The confirmation you receive when you register, as well as the reminders you get one day and one hour before the start time, have the link you click to join the webinar. So save one of these to use. Make sure you have the free Citrix software or app installed ahead of time. I recommend you join 10 minutes before the start time, just in case. Ann Rolfe will be online at this time and is available to have a chat before the start.