

## **Guide to using GoToWebinar for the urgent virtual steering committee meeting**

We have put these notes together to try to ensure that everyone is able to hook into the virtual meeting through the GoToWebinar system as easily as possible, be able to contribute and to vote. For those of you who have used GoToMeeting before, this is a different system and works in a different way so please do read on. For those who have not used either, it would be very helpful if you could carefully read the following.

**I shall open the system 30 minutes before the actual meeting starts to enable people to login and have enough time to solve any problems that they might have before we commence. Please do this. You can email me before the conference if you need help.**

### **Briefly, here are the differences for experienced GoToMeeting users:**

1. you have to register first by clicking on the register link you have been sent in the invitation: please do this now if you have not done so already
2. you will then be sent further details by email about how to join the conference
3. each conference attendee has their own unique link to enter the conference so that you can be identified to the organiser and can vote - do not give this to anybody else attempting to join the conference
4. you can contribute by audio only with no video for participants - you will be able to see the presentations and the organisers on your screen but we will not be able to see you and you do not need a camera
5. when you join the conference your audio will be automatically muted and you will only be able to hear the organisers: you cannot unmute yourself but the organisers can unmute you
6. please see below about how to “put your hand up” during the conference so that the conference organiser can unmute you and you can speak

### **The equipment you need to join the conference**

To join the conference, by far the best way is to use a computer connected to the internet and a microphone and speakers connected to your computer. **Please use a headset or earphones:** this goes a long way to prevent the possibility of feedback with a large number of people on the line. The system is free for use in this way

Alternatively if really necessary, watch the webinar on your computer screen and dial in with the telephone numbers provided on your phone and listen to the audio and contribute verbally through your phone. You have to pay for the phone call using the national tariff within your country (not international call rates).

As you will see below, it would be really helpful if you had the free Google Chrome installed as a web browser on your computer. If things aren't working out properly, the system uses Google Chrome to get round some difficulties.

### **How to join the meeting**

Way in advance of the event (now!), click on the register link in the invitation you have been sent and you will be sent further details by email about how to join the meeting. It will look something like this:

Thank you for registering for "SAS / EACH Webinar Demonstration".

Features & Functionality Demonstration

Please send your questions, comments and feedback to: [richard.conway@global.citrix.com](mailto:richard.conway@global.citrix.com)

### How To Join The Webinar

Thu, Dec 17, 2015 11:00 AM - 12:00 PM GMT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

#### 1. Click the link to join the webinar at the specified time and date:

<https://global.gotowebinar.com/join/4518753467876422401/946220070>

*Note: This link should not be shared with others; it is unique to you.*

#### 2. Choose one of the following audio options:

##### TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

##### TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

Ireland (Toll-free): 1 800 946 535

Ireland: +353 (0) 15 360 755

Access Code: 857-778-999

Audio PIN: Shown after joining the webinar

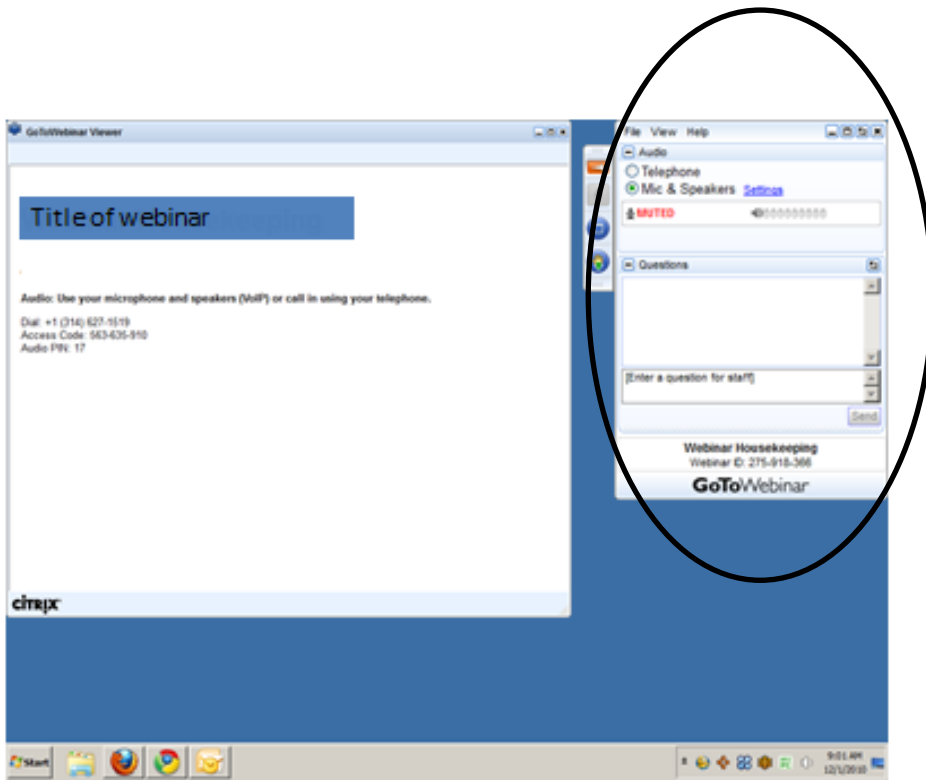
[Calling from another country?](#)

Webinar ID: 105-924-427

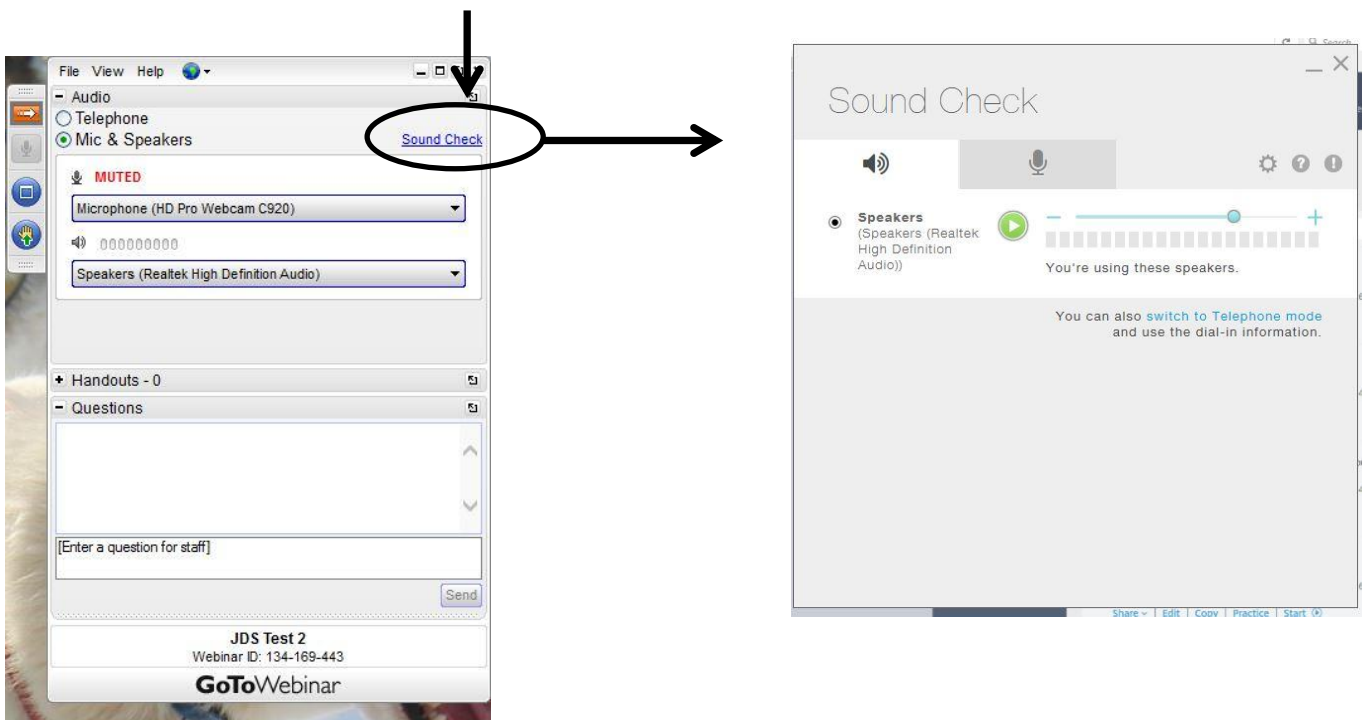
[View System Requirements](#)

To join the meeting, press on your unique individual link within the message. The system will automatically download a small Citrix online program onto your computer to enable you to use the system. Very occasionally, university systems block the download of this program through their firewall software. I am told that if this happens, the system will automatically revert to a web-based system through a browser and you will still be able to connect. This backup system only works if you have Google Chrome installed as a web browser and I would advise you to download this free browser if you do not have it on your computer just in case.

Once the Citrix program has downloaded (which is very quick), it will open up something which looks like the diagram below on your computer screen. On the right of your screen, there will be a panel as highlighted. This is your control panel. If you are using your computer's audio, ensure that you have mic and speakers ticked rather than telephone. This should occur automatically.



If you wish to check your audio, please click here and choose from the options for microphone and speakers in the following dialogue box:



## How to participate in the meeting

You should now be able to watch the meeting presentation and interact during the meeting through the control panel.



The orange arrow at the top left open and closes your control panel

The microphone sign will be greyed out until the organiser invites you to speak.

The button highlighted here in red is a hand. If you want to say something or ask a question, please press this icon and the organiser will recognise that you have your hand raised and can ask you to contribute by unmuting you

We would prefer you in this meeting to ask oral questions. But if you are having difficulties with your audio, you can post questions by text as below:

### GoToWebinar Housekeeping: attendee participation

**Your Participation**

Open and close your control panel here

Join audio:

- Preferably choose **Mic & Speakers** to use VoIP
- If a problem with audio, telephone and dial (using the information provided) while watching the computer screen

Please raise your hand to be unmuted for verbal questions

Submit written questions and comments via the Questions panel

