

Expert Team Webinar Instructions

To participate fully in the webinar you'll need to be at a computer, so that we may share documents with you and you may type questions, participate in polls, etc. If you cannot be in front of a computer you may participate by phone to follow the discussion.

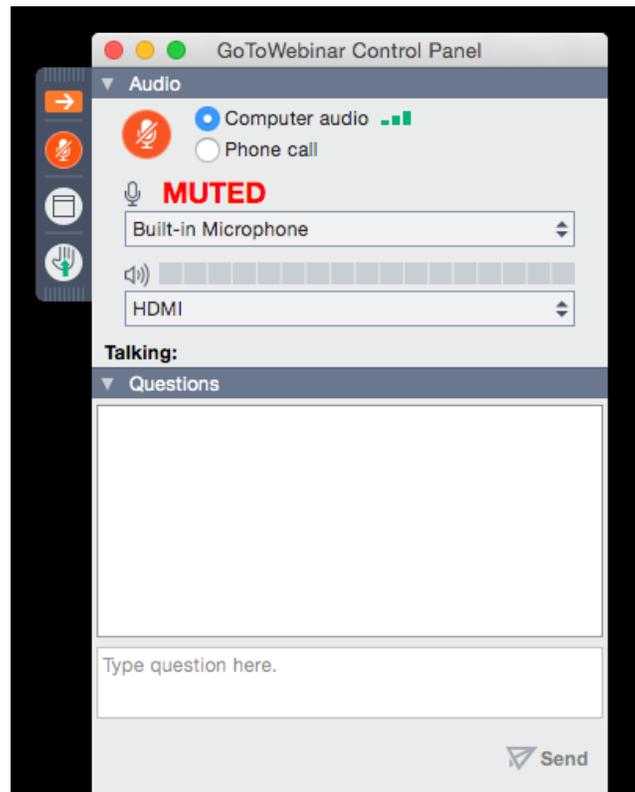
If your computer doesn't have a microphone and you wish to talk on the call you will need to call in to the webinar in addition to using your computer.

All participants in the webinar will be muted at the beginning of the webinar

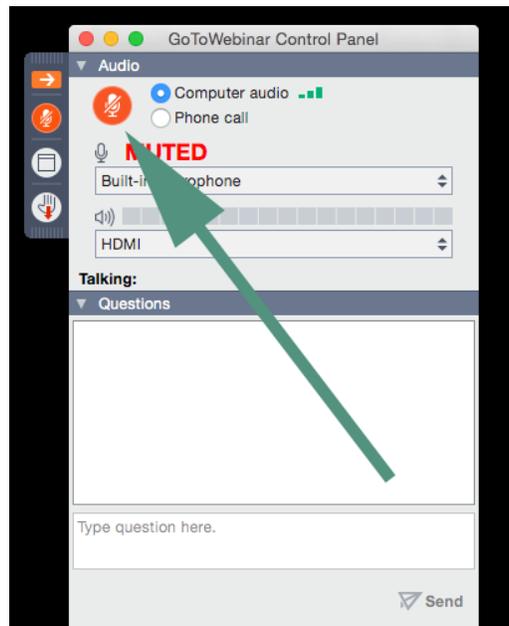
Some general guidelines for participation:

1. Use the question box for questions, general comments, and to express agreement with the current speaker.
2. We'll generally operate the webinar under the maxim "Qui tacet consentit" – he who is silent is taken to agree - and save discussion for dissent
3. If you want to speak to the group raise your hand and we'll unmute you

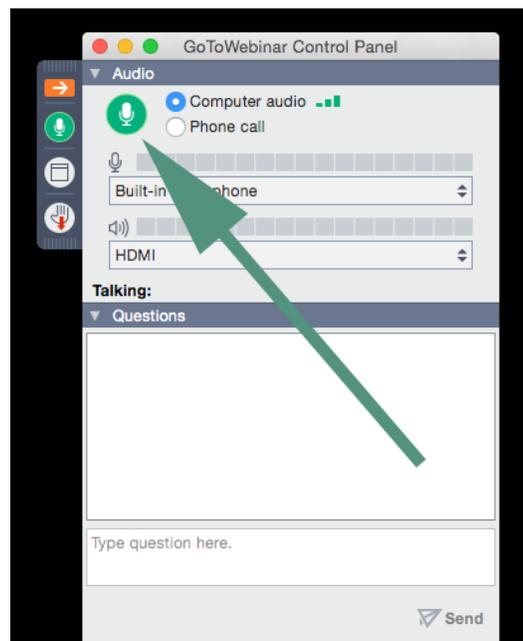
Using the control panel:



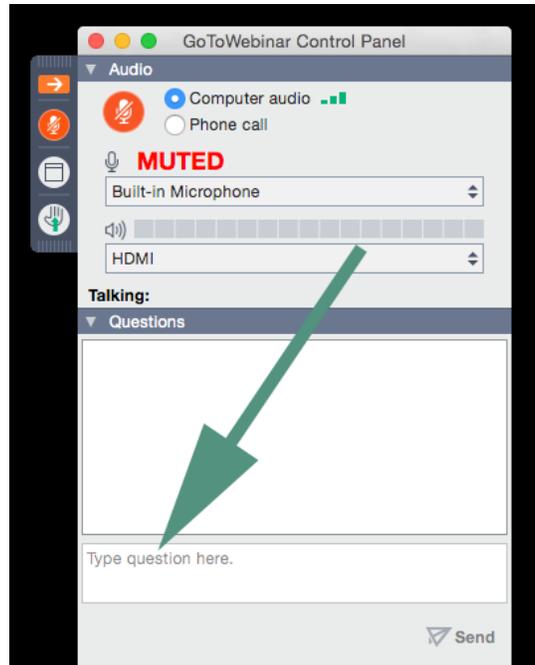
The red microphone with a slash through it indicates you are muted.



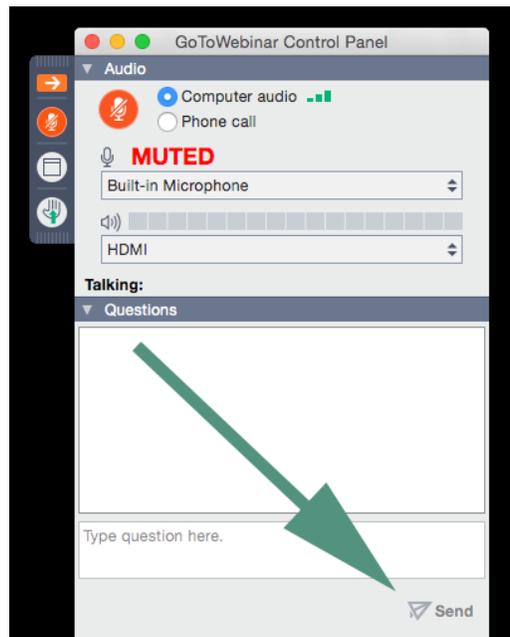
Clicking on the microphone will unmute you and the microphone will turn to green. (If you cannot click on it you have been muted by the organizers and will have to wait for them to unmute you before speaking)



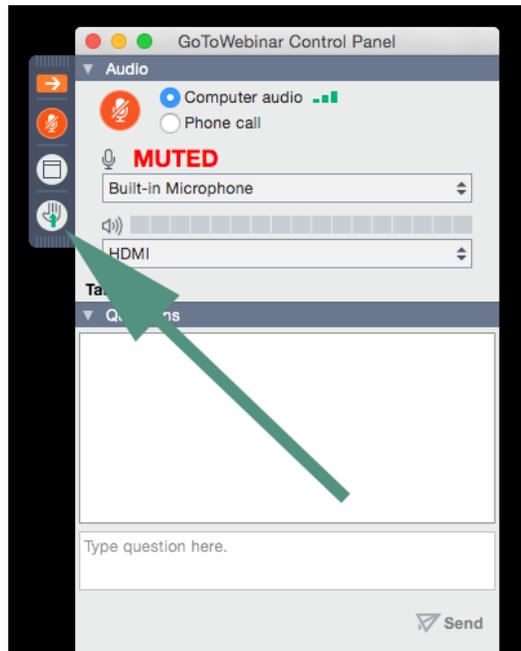
To share comments and questions you will type in the question box



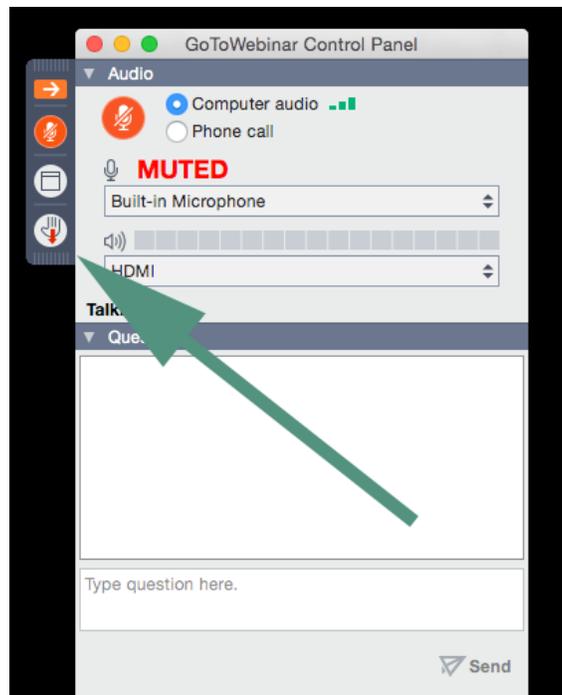
And then press 'Send'



To participate in discussion you will need to raise your hand to alert the organizer that you wish to speak so that you can be unmuted



Clicking on the hand with the green arrow will raise your hand



Clicking on the hand with the red arrow will lower your hand

There may be supporting materials available during the call. These will be located in the 'Handouts' section of the control panel. Click on a 'handout' to view.

