





## **Webinar - New Statewide Contract for Ammunition**

You are invited to attend the New Statewide Contract for Ammunition Webinar on Monday, March 23, 2009 at 2:30 PM. This email contains all the information that you will need to attend and participate in the Webinar.

### **Purpose of Webinar:**

***Introduce and discuss the new statewide contract for Ammunition.***

### **About the Webinar Technology:**

The Webinar has both a visual and an auditory component, and you will need to login to a website to view the presentation and dial in to a conference call number to hear the speaker.

### **Preparing for the Webinar:**

- Register in advance at the web link provided below. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.

### **Attending the Webinar:**

The day of the Webinar, you will be able to enter a session 15 minutes before the start time.

- In order to participate in the Webinar, you will need to download the Go To Meeting software.
- To do this, select the link in the confirmation you received when you registered and follow the prompts to download the Webinar program.
- It may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the Webinar.

- If the Webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right hand corner of your screen.
- Dial into the conference call number so that you can hear the speaker.
- An attendee quick reference guide is provided for your convenience and the speaker will provide more instructions at the beginning of each session.

Please register in advance to attend my meeting:

<https://www1.gotomeeting.com/register/323534454>

Call this Conference Call number 15 minutes before the meeting begins: Dial **866-633-3380**, access code **\*8751835\***. Once you enter your access code, you will be placed on hold until the meeting organizer addresses you at approximately 2:30 p.m.

If you have technical difficulties logging into the Webinar or accessing the Conference Call number above, please contact the Meeting Helpdesk number at **404-291-0988**.

**JOIN A WEBINAR**

Joining a Webinar requires pre-registration.

**► To register for a Webinar**

1. Click on the registration link or button provided on a registration Web site or in an invitation email.
2. Complete the registration form. (Please note there may be some required fields.)
3. You will receive an email confirming your registration for the Webinar along with the option to add the Webinar information to your Outlook® Calendar.\*

**\*Some Webinars may require organizer approval prior to the delivery of a confirmation email.**

The screenshot shows the Attendee Control Panel with four sections annotated by red lines and text:

- My Details:** Shows the attendee name and Satisfaction Rating. Attendees can change their Satisfaction Rating by clicking on the drop-down arrow.
- Webinar Info:** Provided for quick reference. It displays the webinar title "Give Punch to Online Presentations", a registration link, Webinar ID# 100-345-110, and dial-in information: Dial 605 772 3322, access code 106805420.
- Grab Tab:** Enables attendees to minimize the Control Panel to the side of their desktops and still access Viewer tools. The image shows a vertical toolbar with a grab handle icon.
- Question and Answer:** If turned on by an organizer, attendees can submit questions and review answers. Broadcast messages from an organizer will also show here. The image shows a "Question and Answer Log" area and a text input field with a "Send" button.

**► To join a Webinar**

1. Open the Webinar confirmation email.
  2. Click the **Join Webinar** link provided in the confirmation email.
  3. If prompted, click **Yes** or **Grant** to accept the download.
  4. If requested, enter the *Webinar password* provided by your Webinar organizer.
- You will be entered into the Webinar, and the Attendee Control Panel and GoToWebinar Viewer Window will appear.

**Note:** When joining a Webinar, remember to also conference in using the information provided by your Webinar organizer.

**USE CONFERENCING SERVICE**

Check your Webinar confirmation for the conference call service that the organizer has provided and dial in to the conference call.

**Note:** You may be joining the conference call in a listen-only mode. To communicate with the organizer, please use the Question and Answer feature shown below.

**CONTROL PANEL FEATURES**

Once you have joined the Webinar you will see the GoToWebinar Control Panel and Grab Tab. The control panel contains three panes that can be expanded or collapsed by clicking the arrow on the left side of each pane.

**Note:** You can only change your satisfaction rating and post questions in the Question and Answer pane if the organizer has enabled these features.

**LEAVE A WEBINAR**

An attendee may leave a Webinar at any time.

**► To leave a Webinar**

1. From the Attendee Control Panel File Menu, select **Exit – Leave Webinar**.
2. On the *Leave Webinar?* confirmation dialog box, click **Yes**.