

Please see the connection and participation information and tips provided below to ensure your participation is smooth and informative. Should you have questions before the event starts, please contact Gina Crites at 410-347-7731, or at [rcrites@abet.org](mailto:rcrites@abet.org).

All webinar materials can be found at the following website: <http://www.abet.org/webinar.shtml>

### **CONNECTION INFORMATION**

To join the webinar, you will need both a reliable Internet connection and a telephone line.

1. To join the meeting and be automatically dialed:
  - A. Click on the link provided in the email invitation.
  - B. Verify your display name and enter the web password provided in the confirmation email.
  - C. Select the '**Dial Me Now**' recommended option, click 'Join Meeting'
  - D. When prompted enter your country and telephone number including area code, click 'Continue'
  - E. Please note that the phone portion of the meeting is so you can hear the presenter. You will have the chance to 'ask' questions through the chat box that will be monitored during the session. You are not given permission to communicate via the telephone during this webinar.
  - F. If you are testing the connection early (which we recommend), you will see a screen notifying you that the moderator has not started this meeting. Simply reconnect at the time of the webinar using instructions A through E above.

**If** you are logged onto the web, but did not choose the recommended 'Dial Me Now' option above, you can dial into the toll-free teleconference line separately:

- Call toll-free 1-866-309-0490, or if international 720-348-6820. Please note that international callers may also be billed by their local telephone carriers for the long-distance time.
- Enter meeting number: \*6899954\*. Please ensure that the meeting number is preceded and followed by the \* key.

### **THINGS YOU SHOULD DO TO ENSURE A SUCCESSFUL WEBINAR EXPERIENCE:**

1. Please try to test your connection to the Genesys webinar application at least one day prior to the session to troubleshoot any technical issues. You can do this by clicking on the following hyperlink: <http://wcc.webeventservices.com/utills/test/testYourSystem.html?checkBrowser=true&checkOS=true&checkBandwidth=true&checkCookie=true&checkJava=true&checkMP=true>
2. For optimal viewing of the presentation, **set the resolution of your monitor to 1024 x 768**. However, the presentation can be viewed with lower settings (e.g., 800 x 600) but will not be as clear and may become distorted. If you use lower settings, you will see scroll bars to the right and bottom of your viewing screen to view the parts of the presentation that may be off-screen.
3. Please connect to the webinar and teleconference line several minutes before the webinar start time.

4. Please do not use the "hold" button on your phone during the webinar, as it will play hold music or beeps audible to other participants. Instead, use your phone's "mute" or "mic" button. If there is an emergency, feel free to hang up and call back.
5. Should you lose your connection to the webinar or teleconference, simply log or dial back in using the details provided in the "Connection Information" section above.
6. We will be conducting our webinar using Genesys, an online conferencing tool that supports multiple computer operating systems and Internet connection speeds. The Genesys screen is intuitive and easy to figure out, but if you are unfamiliar with it or webinars in general you can contact their Technical Support line at 800-305-5208, or if international 303-267-1097.