

Background and Preparatory Information for WHCRC Webinars

About the WHCRC GoToWebinar Technology

WHCRC webinars will be delivered via GoToWebinar. Webinars are intended to be a classroom style of teaching/presenting. As such, you will find that the webinar will be introduced by an organizer, the training material/presentation will be delivered by a presenter or presenters who will be presenting their presentation materials via their computer desktop. Participants will be able to see the presentation via their computer and also hear the presenter's simultaneous audio presentation. How and when participant questions will be addressed by the presenter(s) or organizers will be reviewed during 'housekeeping' at the beginning of each webinar session, but participants will usually have the opportunity to post a question(s) via the 'questions' box or click on the hand icon to raise their hand and ask a question during a designated question/answer session. This contrasts to an application and presentation which is intended to be more collaborative in nature, usually used with a smaller audience.

WHCRC webinars contrast with DOH TPCP Web conference, in that participation is recommended via your computer versus the telephone. This is the most cost-effective way for us to deliver and for you to receive the training presentation. As such, there is not a dedicated toll-free 800 number that is being provided. Dialing in to the webinar via the telephone alone is not recommended, but is optional and would only be needed if you are accessing the webinar for audio only, and/or if you are unable to hear the audio via your computer and/or speak into your computer's mic or a headset and wish to be able to ask a question or speak.

Recommended way to access/participate in the webinar and required equipment:

Log in via your computer to the link provided in your registration confirmation. Turn the sound up on your computer's speakers to hear the audio or plug in a headset to your computer's audio connection. A USB connecting headset is recommended, but any headset/ear buds will work. If you would like the option to be able to speak while in the webinar session, you would need to have a microphone in your computer, or have a headset that also has a microphone. You can get a headset/microphone fairly inexpensively for this purpose. Once in the webinar, if you do not have the required equipment to hear the audio via your computer and/or speak into your computer's mic or a headset, you can dial in via your telephone with the telephone and pin numbers provided once in the webinar to access audio via your telephone.

Note: *It is an option to dial in via the telephone to the webinar, but please keep in mind that you will only be able to hear the audio presentation and will not be able to speak/be heard – this is only an option to hear the audio. This is not recommended, as 1) you won't be able to see the presentation, and 2) you would be paying for either minutes or time on your phone, and 3) webinars will be recorded, so you have the option to watch the full webinar w/audio and video at a later time.*

Webinars Will Be Recorded

Webinars will be recorded, so shortly after each webinar a recorded version will be available on the WHCRC Web site at www.whcrc.org/otherevents.cfm. Recorded webinars will be in Windows Media Player Format and can be listened to at no cost and an unlimited number of times. This is an option if your computer does not have the required capability and/or you don't have access to a headset, or are unable to participate in the live webinar for any other reason.

Webinar Registration

Please be reminded that you do need to register for the webinar in advance. A link will be provided in the registration flyer, and links to registration for upcoming webinars are also available on the WHCRC Web site at www.whcrc.org/otherevents.cfm. Registering in advance will ensure that you receive any automatic notices or reminders regarding the webinar. In addition, if you do not register in advance, you will be required to register upon logging in to the webinar session. This could take a few minutes potentially causing you to miss the start of the webinar.

Downloading the Webinar Application

We advise all registered participants to open the webinar technology application in advance to determine if any additional work is necessary. The application has 'Active X' components and may take a minute or two to download. If your organization block downloads, you may need assistance from your IT department. Taking the time to ensure that the application has been downloaded to your computer will help you resolve any computer issues before the actual webinar. Please see [How to Install the Webinar Application](#) on the WHCRC Web site at www.whcrc.org/otherevents.cfm for additional assistance.

For more information or registration assistance, contact Sheryl Taylor at 360.750.7500 x266 or sheryl.taylor@esd112.org.

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