

# National Web Seminar Participant Information-October 29, 2009

**ARE YOU A FIRST TIME LIVE MEETING USER?** If you are a first time Microsoft Live Meeting web conference user, please go to system requirements below and follow the instructions to test your system prior to the day of the event.

## SYSTEM REQUIREMENTS

- To access and view this web seminar, you will need the following equipment:
  - A computer with internet access
  - Computer speakers or a telephone for audio
- It is recommended that first time users test their computer system PRIOR to the event for compatibility and connectivity to the web conferencing service. A download will most likely be required. Please see "TEST YOUR SYSTEM" below for complete instructions.

## TEST YOUR SYSTEM

- You may need to download a desktop client that will allow your internet browser to interact with the Live Meeting web conferencing service. This download should only take a brief period of time (if it is not already on your computer). To test your computer PRIOR to the event for the proper configuration click on the following link:
  - [Test Your Browser](#)
  - Enter your name and click "Join Meeting." *If prompted* install and run Live Meeting Software.
  - You should see a Live Meeting Console with several slides. If you are able to see the slides your test has been successful and you are prepared to join the Live Meeting.
- Once you enter your name and click "Join Meeting," if you already have Microsoft Live Meeting on your computer, you will go directly to the sample PowerPoint presentation.
- If you experience any technical difficulty with this test, please check the following computer system requirements with your facility's computer expert:
  - Firewall** – Is your firewall overriding or preventing access to the web meeting forum?
  - Browser** – Do you have the latest browser version on your computer?
  - Security Settings** – Do you have authority to download software?

## LOG IN INFORMATION

Web Log In ~ Visual
<ul style="list-style-type: none"><li>You may go to <a href="#">Handouts</a> to print out today's presentation. At the time of the event (up to 15 minutes prior):<ul style="list-style-type: none"><li>Click here to automatically login in (or copy the web address into your web browser): <a href="https://www.livemeeting.com/cc/conferenceplace/join">https://www.livemeeting.com/cc/conferenceplace/join</a></li><li>Enter the <b>Conference ID: 34185365</b></li><li>Click "Join Meeting"</li><li>Enter the <b>Meeting ID: HWC2MF</b></li><li>Enter the <b>Entry Code: attend</b></li><li>Click "Join Meeting" and then enter <b>Your Name, Email, Company Name</b></li><li>Click "Join Meeting", your console should launch</li><li>You will be placed on standby and will view a Live Meeting screen the web seminar starts. You will be in listen-only mode; you will be instructed on how to ask questions.</li></ul></li></ul>

## AT TIME OF WEB EVENT

Computer Audio or Phone Dial In (Operator-Assisted)
<ul style="list-style-type: none"><li>Audio will be heard directly through your computer if you have speakers. To hear the broadcast through your computer you must have <b>Windows Media Player 10</b> or higher installed. Click the hyperlink to download or copy this URL into your browser: <a href="http://www.microsoft.com/windows/windowsmedia/default.msp">http://www.microsoft.com/windows/windowsmedia/default.msp</a></li><li>If you do not have the ability to hear audio through your computer you may use a telephone to access the audio. <b>Audio Conferencing (Toll-free): 1-877-495-2261</b> <b>Participant Code: 34185365</b></li><li>You will be placed on music standby until the moderator starts the web conference. You will need to mute your line (<b>press *6 on your phone</b>); you will be instructed on how to ask questions.</li></ul>

In order to receive continuing education credit (CME or CNE) for participation in this web seminar, you will need to complete a *Sign-In Sheet* (download or print at [Sign In Sheet](#)) and then mail the original to the address listed on the form. You will also need to complete the on-line evaluation; see "WEB SEMINAR EVALUATION" below for more information.

## TROUBLESHOOTING TIPS

You will be able to join the web seminar and view the conference slides 15 minutes prior to the scheduled event. If you experience difficulty connecting to the website on the date of the event, please do the following:

- Enter this address field in your browser:  
<http://www.conferenceplace.com>
- You will click **Join a Meeting** on the screen's right side
- Enter the **Conference ID: 34185365**

- Click "Join Meeting"
- Enter the **Meeting ID: HWC2MF**
- Enter the **Entry Code: attend**
- Click "Join Meeting" and then enter **Your Name, Email, Company Name**
- Click "Join Meeting", your console should launch
- Please stand-by until the moderator starts the web seminar

*For additional support before the start of the web seminar, please call Intercall's Conference Place toll-free number 1-877-812-4520*

## WEB SEMINAR EVALUATION

After completion of the web seminar, you will receive an email with a link to the on-line survey. If additional people viewed this web seminar, please forward the survey link to every one. This will allow attendees to evaluate the program and receive continuing education credit, if desired. CE certificates will be sent to the email address entered on the evaluation survey. We welcome feedback regarding this event so we can continue to improve.

## AFTER THE EVENT