Please observe the following suggestions to enhance the webinar learning experience for everyone:

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Ψ **Check your connections in advance.** You will be provided a confirmation email upon registration with log in details and instructions. In addition you will receive two reminder emails that will include the log in details and instructions. Test this link well before the webinar starts. You won’t be able to join the conference, but you should get an idea of whether you’ll need other software like an ActiveX component.

Ψ **Call in on time.** Webinars begin promptly at the time indicated. Not all webinars are recorded and may not be available for replay at a later date. Plan to join the session on time to gain the most from the session.

Ψ **Be courteous when asking questions and making comments.** Be respectful of others when asking questions. As many questions will be answered as time permits, so ask as many as you have, but be aware that the moderator will try to get to a variety of topics and participants’ questions.

Ψ **Use the notes sheet (below) for recording information**, not tape recorders. Audio taping is not permitted. Typically, the presenter will make their presentation slides available after the webinar session. If so, they will be posted in the archive.

Ψ **Create a focused and quiet environment.** Schedule one full hour of uninterrupted time for the session, and prepare to relax and get your mind ready 10 minutes before class. You’ll be much more “present” if your mind and body can relax and focus. Create a special place for yourself. (No multi-tasking! This is not the time to check email/blackberry, fold the laundry or pay the bills.)

Ψ **Be ready to learn.** Have your handouts, if applicable and note sheet in front of you. When appropriate, please feel free to ask questions and share your experience and wisdom. That’s what makes a webinar such a rich learning environment! However, be aware that there is a limited amount of time.
Career Tip: Writing down important points assists with retention.

Presentation Title: _______________________________ Date: ____________

Presenter: _________________________________________________________________________

Name: ___________________________________________________________________________

Notes:
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Questions/Follow-up Ideas:
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