

# Tips for Webinar Participants

## TECHNOLOGY REQUIREMENTS

- A computer with internet access; avoid using a WiFi connection if possible
- Speakers/headphones

## BEFORE THE WEBINAR

- All webinars are offered using Adobe Connect.
- Before the webinar, please check your computer's access to Adobe Connect: [Test Meeting Connection](#)
  - ➔ You may need to install or update certain software; you will be prompted to do so if necessary.
  - ➔ If you are using a computer at your workplace, there may be firewalls or other technical restrictions put in place. You may need to talk to someone in your IT department for support.
- Make sure to convert the start time of the webinar to your [time zone](#).

## TO JOIN THE WEBINAR

- You will be sent a reminder email a day before the webinar. Click on the webinar link that is included in this email.
- You can also find the webinar link by going to the [workshop page](#) on the [CEIIA website](#). Select the workshop you are registered for and click on the webinar link found in the green box on the workshop page.
- Enter the Adobe Connect webinar space “as a guest”. Type your name and click on “Enter Room”. You do not need a password.

Enter as a Guest

Name

Enter with your login and password (Required for hosts, recommended for registered users)

- Once you are in the webinar space, you will see directions for checking your audio.

We will do our best to support you and help troubleshoot any difficulties. If you are having problems, type a comment in the chat box.

At the beginning of the webinar, the webinar host will provide you with some webinar participation tips.