TUTORIAL FOR USING ONLINE PLATFORM:

GO TO WEBINAR

Registration

On your e-mail, you will receive invitation to Webinar. First step is to **register** on it by clicking the link which will let you to registration page. You will need to fill all information about yourself (name and surname, state, organization, position and comments or notes). By clicking blue button Register, this step is successfully done. You can now add Webcast to your calendar and ensure to not forget about it. You will receive a confirmation e-mail with all information regarding your participation in the event. All formal tasks are completed with this step and everything you need to do will be available when the Webcast

System technological requirements

Here we also advise you to check the system's technological requirements. The procedure is really simple. You only need to click on the link 'check system requirements' and the system will do the job for you. It will check the requirements and turn green if your requirements meet the minimal conditions for following the webcast. Now you have completed your registration and all you need to do is reserve your time to be available when the Webcast starts.

How to join the Webcast?

Joining is easy and just takes a few seconds.

Simply **click the link in the invitation**. You'll proceed to your session immediately. Just remember to register first if attending a webinar. (The registration link is in the invitation email.)

Alternatively, if you have the session ID but don't have easy access to the direct link go to: www.joinwebinar.com. Once there, type or paste the ID provided by the organizer (which you will receive with the invitation). Click Yes or Always (or Trust on a Mac) if prompted to accept the download. You will enter the session.

It is also an option to join a webinar from a **mobile device** and with very little effort. First, download the free GoToWebinar app on the App Store, Google Play or Windows store. Once installed, it's much like joining from a computer. Simply click the link in your invitation email or open the app and enter the session ID.

During the Webcast you will also be able to follow **the presentations** of the presenters on your screen. When the Webcast is finished or when you wish to leave the Webcast, you simply close the programme.

The webcast will also be **recorded** and the presentations will be available for all registered participants also after the event. You will be given the information regarding the location of the Webcast after the event.

System requirements to attend a GoToMeeting:

On a PC:

◊   Internet Explorer 9, Mozilla Firefox 34, Google Chrome 39 (JavaScript enabled) or the latest version of each web browser

◊   Windows XP, Windows Server 2008 or later

◊   Cable modem, DSL or better Internet connection (1 Mbps or faster)

◊   Dual-core 2.4GHz CPU or faster with 2GB or more of RAM

On a Mac:

◊   Safari 6, Firefox 34, Google Chrome 39 (JavaScript enabled) or the latest version of each web browser

◊   Mac OS X 10.8 (Mountain Lion) or newer

◊   Cable modem, DSL or better Internet connection (1 Mbps or faster)

◊   Intel processor (2GB of RAM or better)

◊   Participants wishing to connect to audio using VoIP a microphone and speakers. (A USB headset is recommended.)

On an iPad, iPhone, Android or Windows mobile device:

◊   Free GoToWebinar app from the App Store, Google Play or Windows Store

◊   WiFi connection recommended for VoIP audio