Webinar Course Policy and Participation Guidelines
To ensure that you received this email successfully, please confirm receipt.

Webinar Medium Used: GoToMeeting
ONLINE MEETINGS MADE EASY
Professional Meetings. Better Results

General Information
Students are notified by email of class confirmation and Webinar guidelines 2 days prior to class commencement. Below is an example of the email content that students will receive:

Below is a sample TIPIC Webinar Schedule. Keep this email so you can reference it for the sign-in information as well as the material to be covered.

Online Meeting Name
Online Meeting Date

Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/611490973

You can also dial in using your phone.
United States: +1 (872) 240-3212

Access Code:611-490-0973

First GoToMeeting? Try a test session:http://link.gotomeeting.com/email-welcome

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Connecting and Navigating the GoToMeeting Application
- If this is your first GoToMeeting experience, you must participate in a "test session [http://help.citrix.com/getready]" to ensure that your desktop and/or smart device is compatible with the GoToMeeting Application. Note: This is testing your desktop or device hardware compatibility with the "GoToMeeting Application".
- If you have questions on how to navigate the GoToMeeting application and link to my computer, feel free to call GoToMeeting at 888-259-8414. Make sure to test the icons listed below successfully:
  o Locate and turn on the "audio" icon.
  o Locate and turn on the "screen" icon.

Webinar Rules
- Student must adhere to the Webinar "begin and end time schedule." The Webinar will begin **promptly** according to stated time.
  o To begin promptly at designated time, student must arrive 15 minutes, no later than 5 minutes, prior to start time.
  o Upon arrival, student will "type in chat box" his/her name to be recorded as the instructor's sign-in roster.
- If student has a question or would like to make a comment, type the question or comment in the "Chat Box."
  o Be prepared to respond to instructor's questions immediately by audio or "chat" when called upon.
  o To verify student attentiveness, be prepared to respond to instructor's "polling procedures" at unannounced intervals during each one-hour webinar session.
- **To earn designated class CE credit hours, students must participate in the full session.**
  o Each continuing education (CE) credit hour earned will consist of one 50-minute session.