



WEBINARS

Q: What is a webinar?

A webinar is a way for you to see and hear a presentation live online. There will normally be one presenter who will be taking you through a powerpoint presentation, followed by a live Q & A. You can type your questions at anytime during the webinar which will be answered once the presentation is over.

Provided that you have access to the internet and depending on your PC, you can either listen to the presentation via the telephone or through your PC/Macs' speakers. NB: You will need a fast internet connection if you want to listen to the webinar via your PC/Mac (This is called using VoIP).

Q: How do I register/attend a webinar?

You can attend a webinar either via a PC or Mac. You need to register for the webinar beforehand where you will be asked details about yourself. We do not pass on this information and it is only used to make sure we send you the correct telephone number to access the webinar.

When you have registered you will receive an email confirmation from the ICAEW with details of the webinar with a link to attend. You can then join the webinar at the scheduled time.

Click the link found in your confirmation or reminder emails. You will then be prompted to enter your email address, click "Yes" or "Always" (or "Trust" on a Mac) if prompted to accept the download. If you cannot find the email, contact us at help@icaew.com

Q: Do I need a GoToWebinar account to attend a webinar?

No, you do not need a GoToWebinar account to attend a webinar session. You attend as a guest of the ICAEW's account and do not need to buy any software.

Q: What time should I login before the webinar starts?

We would recommend that you login to the webinar 10-15 minutes before the webinar starts as if it is the first time you have logged into GoToWebinar you will need to download the software which can take a few minutes.

Q: How much does the webinar cost?

The webinar is free to join if you listen via your PC. However you will have to pay the cost of the local phone call, if you listen to the audio via a phone instead of through your PC speakers/headphones. Please check with your employer first if you choose to use this option.

Q: How long will a webinar last?

It will last an hour – with the presentation taking about 30-35 minutes, followed by 20 minutes Q&A.

Q: Can I pre-test the software will work on my machine?

Firstly, we would recommend that Java is as up to date as possible on your machine as the auto-download will not activate properly without it. If you cannot use java on your machine, they will need to manually download as directed during the start up process.

You can use this small programme which you can run at anytime to will check your PC for any issues you may encounter when trying to attend a webinar. www.gotomeeting.com/wizard

Q: Can I view presentations in full-screen format?

Yes. On the top of the Attendee Control Panel, click the View Menu button and select the Full Screen option. Or, on the Attendee Grab Tab on the side of the Control Panel you can click the View button to toggle between Full Screen and Window viewing.

Q: What happens if I cannot make the webinar at the designated time?

All of the webinars are recorded and made available via the ICAEW's website so you can listen to the webinar at your leisure. You will need Windows Media Player or an equivalent software to play the file.

Check out the ICAEW Community website <http://www.ion.icaew.com> for the recordings.