



## Webinar Attendee Manual

### Equipment Needed

To join the webinar you will need EITHER:

- A computer or smartphone with WiFi and a **speaker** (or you can use headphones)
- Or: A phone to call in

\*\*The GoToWebinar platform is completely **free** for attendees, and you do NOT need a GoToWebinar account.

### How to Register for a LAWACTH Webinar

1. Find the link for the Webinar on the lawac.org website or from our email blast:

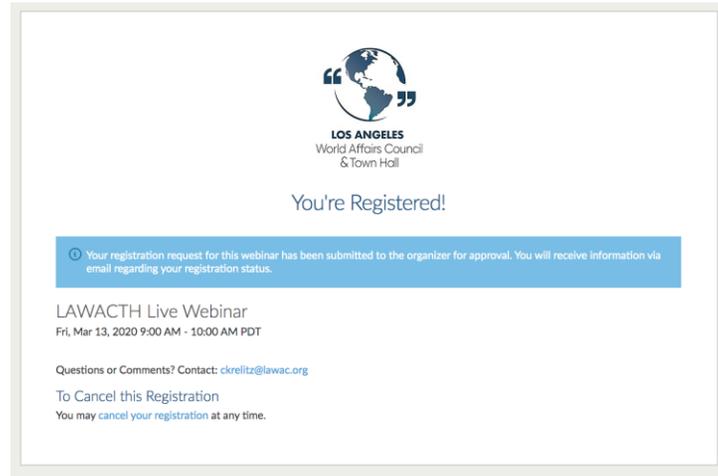
The screenshot shows a webpage for a "LAWACTH Live Webinar". At the top left is an illustration of a person on a laptop. Below the illustration, the text reads "March 13, 2020 9:00 AM Talk". There are social media sharing buttons for "Like 0", "Tweet", and "Share", along with an "Add to Calendar" button. A section titled "LINK TO REGISTER:" contains the URL <https://attendee.gotowebinar.com/register/3624973694078117132>. Below the link, there is a paragraph of text: "Join the Los Angeles World Affairs Council & Town Hall on March 13th, 2020 for a live Webinar conversation featuring the honorable Kim McCleary, President and CEO of LAWACTH. The timely conversation will be moderated by Jessica Dugandzic, VP of Events." A final paragraph states: "Please follow the link above to register. If you have any issues registering online, please call us at (424) 258-6160 and we will assist you through the registration process."

2. Clicking on the link will bring you to this sign-up page on GoToWebinar — enter your information and click “register”:

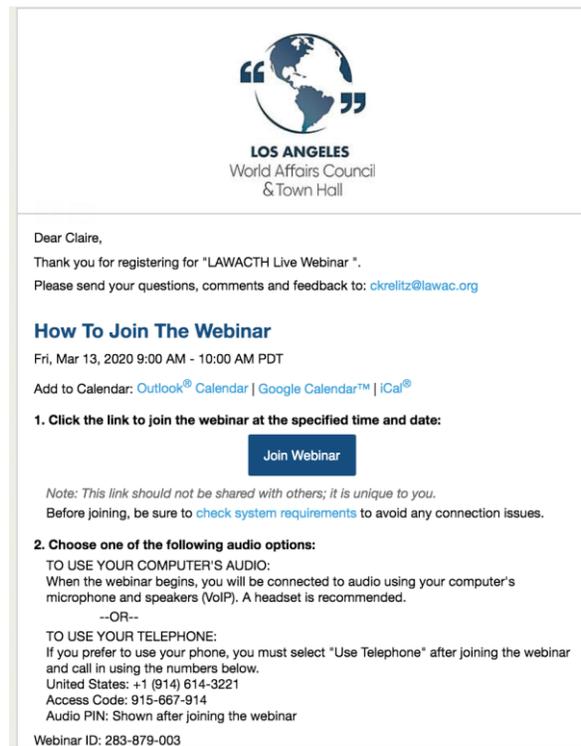
The screenshot shows a registration form for the "LAWACTH Live Webinar". At the top is the Los Angeles World Affairs Council & Town Hall logo. Below the logo, the text reads "LAWACTH Live Webinar". The date and time are listed as "Fri, Mar 13, 2020 9:00 AM - 10:00 AM PDT" with a link to "Show in My Time Zone". The form has three input fields: "First Name\*", "Last Name\*", and "Email Address\*". Below the fields is a disclaimer: "By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services." At the bottom is a blue "Register" button.



3. You will then see this page, which explains that you need **approval** from LAWACTH staff before getting the Webinar link:

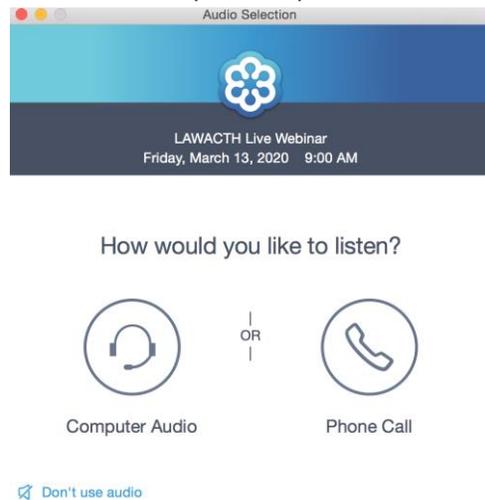


4. Once a LAWACTH staff member approves your registration, you will receive the below email. This has the Webinar link and information about joining via computer or phone. **You will be sent the SAME email on the day of the Webinar:**

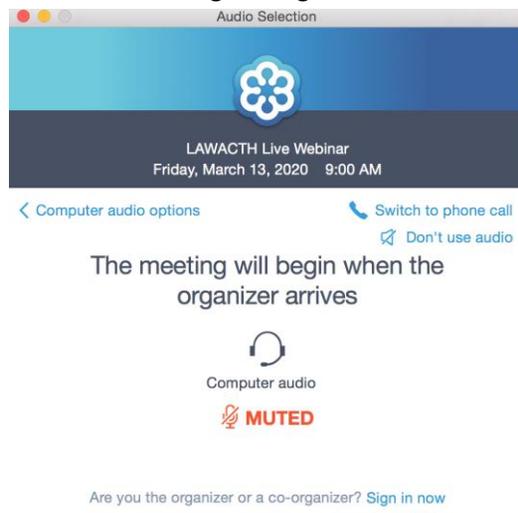


### Joining a Webinar From A Computer

1. On the day of the Webinar, open your email confirmation (see above). Click on “Join Webinar” — you will be brought here. Select computer or phone:



2. You will either be led directly into the live Webinar, or —if you have joined the session before the organizer —you will see the “waiting for organizer” screen which will look like this:



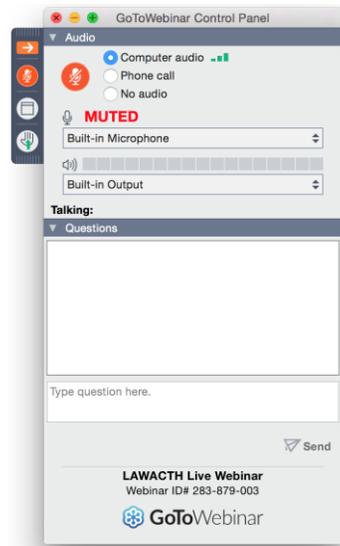
3. This page will go away immediately once the organizer begins the Webinar. You will see the panelist’s faces and hear them speak. Your microphone is MUTED and your screen is OFF - Speakers and other attendees cannot hear or see you.

### Joining a Webinar From a Phone Call

1. Locate your confirmation email
2. Call the number listed on the email
3. Once prompted, enter the access code listed on the email

### Navigating GoToWebinar

On the upper right hand side of your computer (if you are using one) you will see the following control panel:



The only thing you need to pay attention to here is the Question box – this is where you can submit your questions! Your questions will be sent directly to the panelists, without any other attendees seeing them. Type your question in the box and hit send:





## Frequently Asked Technical Questions

### **How do I join from Mobile Device (online, not by phone call)?**

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 and follow the steps directly above.

### **What are the system requirements to attend a GoToMeeting, GoToWebinar or GoToTraining session?**

#### 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