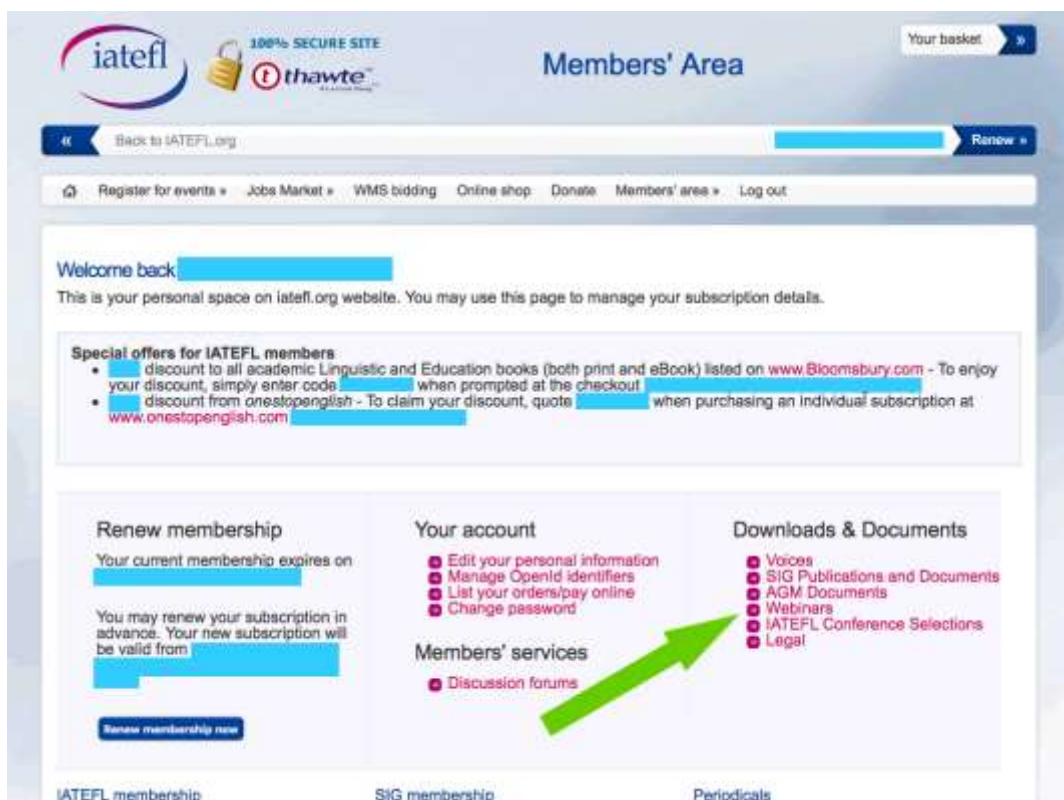


Introduction

Webinars are a great way to keep up to date with current topics, discuss issues and discover new ideas from the comfort of your own computer, tablet or even smart phone. Make the most of your IATEFL membership by participating in our webinars, as well as accessing our large archive of recorded ones.

How can I access the archive of recorded webinars?

Log in to the Member's Area of the IATEFL website and select 'Webinars' from the right hand side of the screen (see green arrow below):



How do I know what webinars are coming up?

Visit www.iatefl.org/web-events/webinars to see the list of up-coming webinars from IATEFL and the 16 Special Interest Groups. You can take part in any of these.

Registration information

Our monthly webinars require you to register so we can send you a certificate of attendance after the event. SIG webinars are open access and there is no need to register but we don't provide certificates of attendance.

Don't forget that whilst all times given are UK times, we always include a link so you can check the time in your location. You can also use the [Time Zone Converter](#)



Monthly webinars

Select the blue 'Register now' button.

- Complete the information to be emailed a confirmation email which will include the specific link for the webinar room to use on the day of the webinar.
- The next job is to make sure your computer, tablet or smart phone is set up to use Adobe Connect. You can do this by clicking on the following link and running a test:
https://iatefl.adobeconnect.com/common/help/en/support/meeting_test.htm
- For tablets and smart phones you may be required to download the Adobe Connect app free of charge for your Apple iOS or Android device.
- On the day of the webinar, just click on the link in the email a few minutes before the webinar start time to make sure everything is working correctly for you, and to ensure your place as the number of attendees is limited. **Please note:** don't try to log in more than 30 minutes before the start of the event as you will be unable to enter.
- If the webinar room does not open in your browser, check that it has not opened in a separate window.
- Please note that by attending a webinar you consent to the recording being put into the public domain. The recording may include and questions, comments, chat or poll responses provided by participants during the live event.

SIG webinars

You don't need to register for our SIG webinars, just use the link provided on the [webinar page](#) at the correct time and date for the webinar to join in. Please note, we do not provide certificates of attendance for our SIG webinars.

- On the day of the webinar, click on the link a few minutes before the webinar start time to make sure everything is working correctly for you, and to ensure your place as the number of attendees is limited. **Please note:** don't try to log in more than 30 minutes before the start of the event as you will be unable to enter.
- Select 'Enter room' and type in your name as you want others to see it.
- If the webinar room does not open in your browser, check that it has not opened in a separate window.
- Please note that by attending a webinar you consent to the recording being put into the public domain. The recording may include and questions, comments, chat or poll responses provided by participants during the live event.

Navigating the IATEFL Adobe Connect platform



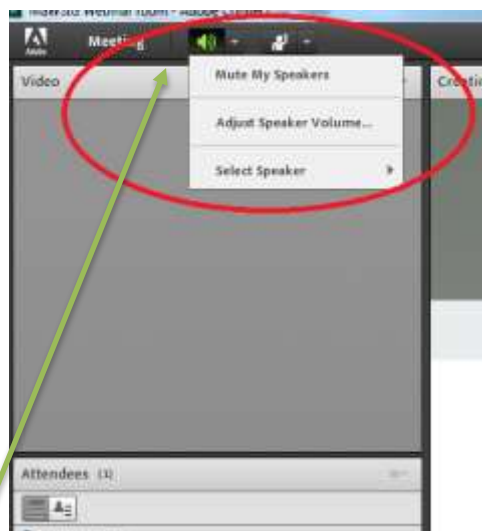
Webinar presenter(s)

List of participants
(including you)

Main screen for
presentation

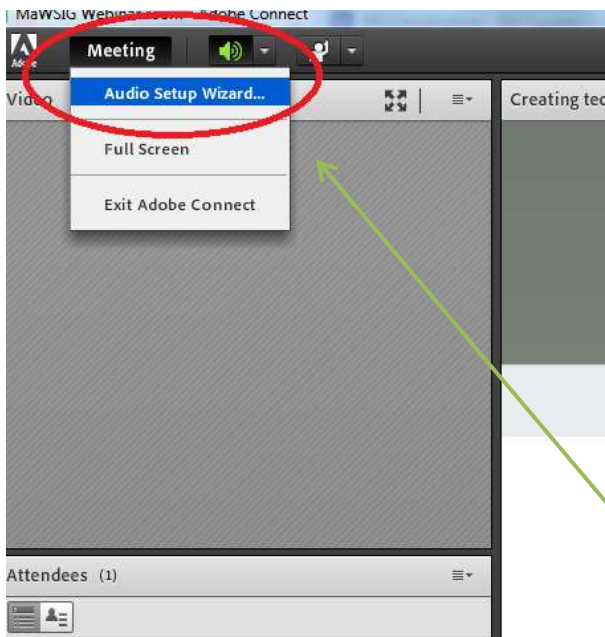
You can chat with other
participants here

Audio controls



You can switch the sound on and off, as well as adjusting the volume by selecting the speaker icon as shown above.

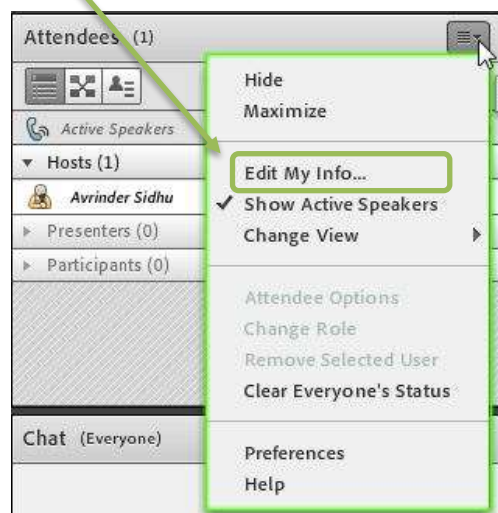
On the day of your presentation we recommend running the “audio set up wizard” which helps to compensate for any background noise in your location.



In the Adobe room, go to **“Meeting > Audio set up wizard”** and follow the steps. Click **“Finish”** when completed.

Editing your info

You can also edit your name so that other participant can see, for example, which country you are based in e.g. George Clooney (USA). To do this select the top right button in the ‘Attendees’ window and select ‘Edit my info’.



Watch a short video on how to do this here: <https://youtu.be/SZnPXN969FE>



Frequently Asked Questions

I cannot get into the webinar room

Quick things to check first:

- Are you connected to the Internet?
- Disable popup blocker software
- Verify that your computer meets all necessary requirements by testing your connection (see above)
- Clear the browser's cache
- Try connecting from another computer
- If necessary, close all browsers and attempt to re-enter the meeting
- The session may be full (Please note - this would be highly unusual as most of our seminar rooms hold 500 participants)

What can I do if a session is full?

Registering for a session does not guarantee you a virtual seat. The Adobe Connect room has a restricted capacity and when this is full, you will not be able to enter. We operate on a first come - first served basis, so it is advisable to come early to get a place.

Can I ask questions and interact with the speaker and other participants?

You can always type your questions for presenters in the Q & A box and you can chat with other participants using the chat box. Moderators will be available to help you if you are having problems and to forward questions on to the speakers.

What are the system requirements for Adobe Connect?

Adobe Connect is a flash based solution and requires Flash player 13.0 or above. To ensure that your computer and network connections are properly configured for Adobe Connect, go to this [system and connection test](#). You will also need speakers or headphones. No microphone is required to attend the sessions. You will not need a webcam to attend.

Can I attend the web conference via mobile device?

Yes, Adobe Connect provides mobile apps for iOS and Android devices.

Will I get a certificate of attendance?

You will receive a certificate of attendance as an email with the monthly webinars. You must have attended the session using the unique emailed link provided to you when you registered and have correctly entered your email address. You should have attended at least 25 minutes of the presentation to receive a certificate of attendance.

We are currently unable to provide this when attending the SIG webinars.