How to participate in wiiw Webinars

Prerequisites - What do I need to participate?

- You can access the webinars via your **computer, tablet or smartphone** over an **internet connection**.
- You need to have a **browser installed** (e.g. Internet Explorer, Firefox, Chrome)
- Your browser **must support HTML5** and must have **JavaScript enabled** (this is the default setting).
- You need to have **Adobe Flash Player** installed (can be downloaded here for free: https://get.adobe.com/en/flashplayer/)
- Please **turn off any extension that might block the Flash Player** (such as AdBlock or FlashBlock)
- To listen to the presentations, you need to have **speakers turned on or an earphone** plugged in.
- **You don't need a microphone**. All questions and comments can be entered via the chat facility of the webinar.
- Internet connection speed has a direct impact on how well you see and hear the webinar presenter. We recommend using Internet connection of **at least 1 Mbit/s.**
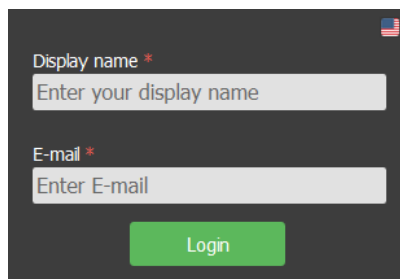
Access - How do I join a webinar?

1. Follow the **link** announced in your webinar invitation (The link should open in your browser).

2. Choose your display name (the name that will be displayed when you ask a question or make a comment)

3. Enter your e-mail-address
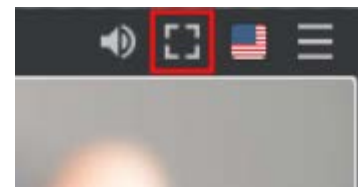
4. click 'login'.

Now you should be entering the webinar room. At the announced starting time you should hear the presenter speaking, see the first presentation slide, and be able to enter text messages via the webinar's chat facility.

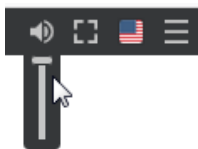## Participation – What can I do during the webinar?

You can adjust the localization of your webinar room by pressing the flag icon in the top right corner of the window.

Central part of the window demonstrates presentation slides broadcasted by the presenter.
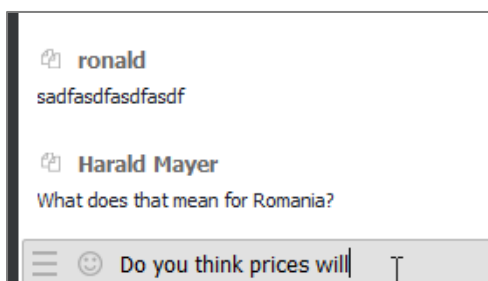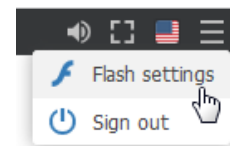

To maximize the slides to full screen, press the corresponding sign at the top right corner of the webinar room window.

If the volume is too high or too low, you can adjust it by clicking on the speaker icon.

If you can't hear any audio signal at all, you might want to check your flash settings.

In the bottom left corner of the webinar window you will find the chat used to communicate with the webinar presenter and other attendees of the event. Just type your questions and press enter.