

Participation Guidelines for Faculty Development Webinars

Please take a moment to go over these guidelines prior to participating in your first Network webinar. We will briefly review how to ask questions and submit comments at the beginning of each session.

1. Compatibility Testing

If you are a first-time participant or will be participating from a new computer or web browser, you should take a moment to verify that you can access Adobe Connect, our online meeting platform:

http://na1cps.adobeconnect.com/common/help/en/support/meeting_test.htm

If you encounter compatibility problems that you cannot solve, please contact Paul Ford (pmford@uw.edu).

2. Connecting to the Conference Call

We use a traditional, toll-free conference line for the audio portion of our webinars. The line will open ten minutes before the start of the session. **We will mute the lines of all participants when the session starts.** This sadly reduces our options for participation, but helps to insure that distracting noises will not detract from the presentation.

Conference line: **1-800-379-6841** Access code: **779757**

3. Connecting to the Online Meeting Room

If you have tested your web browser in advance, connecting to the meeting room should be seamless.

Meeting room URL: <http://uofw.adobeconnect.com/facdev/>

Join the room as a “Guest” and enter your first name, last name, and the location of your program. I would enter, for example, Paul Ford (Seattle).

4. Asking Questions

If you have a question during the course of the presentation, please enter it into the “Chat” window at the bottom of the meeting room interface. We will address questions periodically over the course of the presentation.