CEPOL Webinars

Guidelines for CEPOL Webinar Attendees

Version 1.0

Aim

The aim of this paper is to instruct people who wish to attend CEPOL webinars.

What is webinar?

Webinars, short for web seminars, are a contemporary way to interact online with a target audience combining advantages of residential trainings and e-learning tools in short training sessions for which there is no need for trainers and trainees to be together in a classroom. Experts contributing to CEPOL webinars can present their knowledge, expertise, good practices and other relevant experiences from their computer. Attendees to webinars are able to hear the presenters and see their contribution on their screen. Thus webinars save time without travel costs and have the additional benefit of reaching out to an audience of up to 1,000 persons. CEPOL webinars are recorded and made available on CEPOL's e-Net.

Where can I hear about upcoming webinars?

1. The webinar is open for registration approximately **2 - 3 weeks prior to the event**.
2. The registration link is shared via CEPOL's National and Organisational Contact Points, and the Webinar Resources on the Learning Management System (LMS) of CEPOL's e-Net. Further notifactions for registration are shared via Social Media (eLearningCEPOL CEPOLelearning CEPOLWebinars).

How to register?

1. Click the registration link.
2. Fill out and submit the registration form (register with your e-Net account to be able to retrieve a webinar attendance certificate later).
3. After registering you will receive a confirmation e-mail with a link and instruction how to join the webinar.

How to follow the webinar?

1. Use the link in the confirmation e-mail to join the webinar.
2. Webinars are being opened by short housekeeping rules presentation – **listen carefully!**
3. Webinars take approximately 90 minutes, with contribution of 2 – 3 speakers. **You can ask questions or post comment** through **question box.**
4. Do not forget to **evaluate** webinar with **the electronic evaluation form**, which pop out on screen when: a. you leave the webinar or b. the webinar will be closed by organiser.
   Tip: Attend the webinar from a quiet office/room with headphones. You will be able to concentrate better on the webinar presenters.

What are the system requirements?

1. **CEPOL webinars are facilitated by GoToWebinar.**
2. **Ideally connect** to broadband **Internet** with a **cable** - wifi connections may be too slow for video.
3. **Close all programmes** on the computer which are **not required for the webinar**.

4. Microphones are not needed.

Visit the GoToWebinar website for further technical assistance.

Webinar recording

CEPOL's webinars are being recorded and made available via the Webinar Resources, in the recorded webinar database.

Frequently asked questions

Q. *Do I receive webinar certificate after attending webinar?*

A. The webinar attendance certificate solution is being developed and will be in place in 2nd half of 2015. Certificates will be possible to retrieve retroactively for 2015 webinars. Do not forget to register for a webinar with your e-Net account to be able to retrieve your webinar attendance certificate!

Q. *I am experiencing audio problems during webinar. Can you assist me?*

A. The problems can be caused by the following:
1. Speakers/headphones are not correctly plugged in;
2. Speakers/headphones are turned off.
3. Speakers/headphones have not been recognised and have to be select manually from the pull down menu in the audio section of GoToWebinar control panel visible on your screen.

Q. *My security network set up does not allow joining webinar. What should I do?*

A. You can add an exception to your firewall. If you use office computer contact your network administrator who is able to assist you.

More information and additional support available on e-Net

- Webinar Resources Online
- Platform: Educators Support
- Module for Webinar Educators

The CEPOL e-Learning team can be contacted at webinars@cepol.europa.eu.