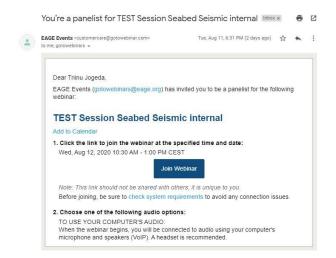
### HOW TO PRESENT USING GOTOWEBINAR

1. You will receive an email with an invitation to join the test session. Click 'Join Webinar'



2. The link will open in a browser and prompt your GoToWebinar desktop app (please make sure you download this in advance). Once the webinar starts, you will be able to see a control panel that looks like this:



# 3. Detailed instructions on how to use the Control Panel:

#### (a) Mute/unmute

• Mute and unmute your audio during the session if you are connected using built-in audio services.

#### (b) Share your screen

 Share your desktop, an application or a document with attendees.

#### (c) Share your webcam

 Preview your webcam before sharing with others, then turn on your webcam to work face to face with attendees.

#### (d) Manage your audio mode

• Access the Sound Check.

#### (e) See the audience view

• See a preview of what your attendees are seeing to make sure your presentation is on point!

#### (f) See attendees

 View the names of all individuals participating in the session, as well as access mute controls and other options.

#### (j) See a session overview

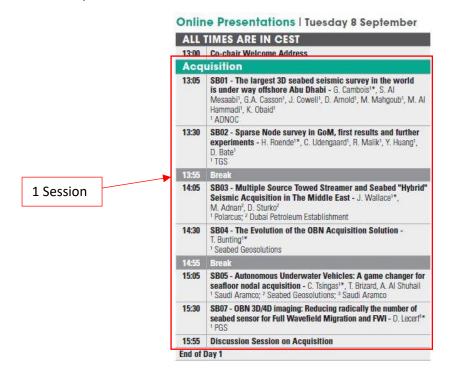
 Dashboard – The Dashboard allows you to monitor the session at-a-glance. You can quickly view the timer (duration of the session), attendance, audience attentiveness, questions and raised hands.

(g, h, k, m, n) will not be in use, please ignore.

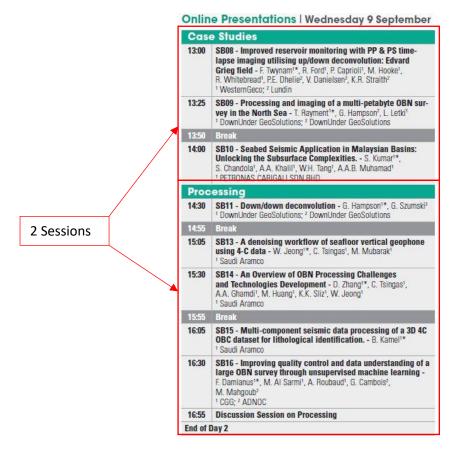


## 4. Important Note: During the actual workshop on 8-10 September, each session is a separate webinar that is created in GoTo.

For example, Day 1 in the programme will have only one webinar (session), since we only have the Acquisition session:

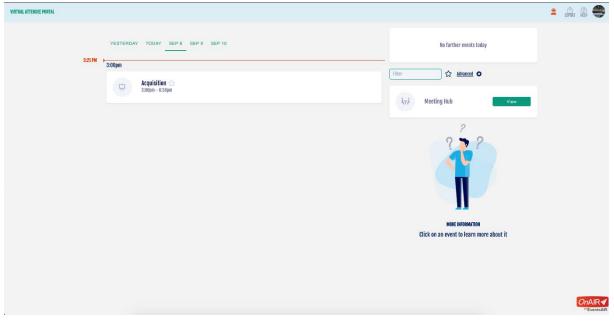


Whereas on Day 2 & 3, we have 2 or more sessions, and thus these are all different webinars:



Thus, if you are a presenter (or a co-author) in more than one session, **you will receive separate email invitations with different sessions** (see Point 1). You will only be able to speak to the audience and share your screen, if you join the session via this invitation link.

Regular attendees, who will not be speaking at the event, will not receive these invitations, instead they will receive one link to join the workshop stream. This is where attendees can join the sessions, see the presentations being given live, ask questions, raise hands etc. You will also have a link to join the workshop platform, essentially this is where the 'event is happening'.



This is what the virtual event will roughly look like (still to be branded):

This platform will show your presentation once attendees join a session and it is live.

#### NOTE: Discussion Sessions at the end of each day

In the interest of time, the general discussion sessions will take place at the end of each workshop day, and we will invite all speakers to participate in these sessions. If attendees have more questions that presenters could not answer in the 5 minute Q&A slot after their presentation, the discussion session allows plenty of time for it.

Because all presenters should have the chance to speak to the audience during the discussion session, all presenters will receive an invitation link (Point 1) to each of the sessions that will take place that day.

Example: Speaker 1 will present on Wednesday, 9 September in Case Studies Session, so they will receive an invitation to join the Case Studies Session. In order to also join the Discussion Session at the end of the day, they will receive a second invitation to join this webinar (See Point 4).