If you have never attended an Adobe Connect meeting before:

1. Test your connection:**http://osot.adobeconnect.com/common/help/en/support/meeting_test.htm**
2. Get a quick overview of the program**: http://www.adobe.com/products/adobeconnect.html**
3. Instructions to Webinar Participants**:**

- It is recommended that you log into the webinar approximately 10 minutes prior to the scheduled start time. This will provide time for any last minute adjustments you may need to make for viewing/hearing.
- Once logged into the webinar, you should see a welcome screen that informs you that the webinar will begin shortly.
- It is recommended that you call into the teleconference line (sent to participants one week and again one day prior to the webinar) for optimal sound quality and volume during the presentation. Once dialed in you will be prompted to enter the numeric access code.
- To provide comments, ask questions, or report any technical difficulties during the webinar, please use the "Chat Box" located towards the bottom of your screen. OSOT will make every effort to have the speakers answer your questions or comments during the webinar. If this is not possible, the speakers will provide responses to all un-answered questions which will be distributed to all participants approximately 1 week after the webinar.
- A complete audio and visual recording of the webinar will be emailed to you for your review at your convenience approximately 1 week after the live webinar.
- A short survey will also be emailed to you to request feedback in an effort to improve on your future professional development needs. We thank you in advance for completing this survey.
- A copy of your certificate of attendance will be available in the 'CERTIFICATES' tab when you login to your profile on the OSOT website one day after live airing.
- Should you have any additional questions or comments, please don't hesitate to contact the OSOT office directly at osot@osot.on.ca