Royal College of Anaesthetists

Webinar guidelines for attendees

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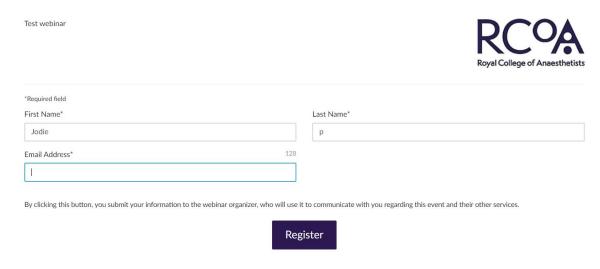
Step 1: Registering for the webinar

- Before you can join the webinar you will need to fill in a short registration form online.
  You can do this ahead of time or right before joining.
  A link to register will be on the webinar webpage on the RCoA website.
- You will need to click the Registration link to open the Registration page, then enter your contact information and fill out any other required fields, then click Register.

Example below:

Test webinar

*Required field

First Name*

Jodie

Last Name*

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Email Address*   128

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

- Once you've successfully registered, you'll see a Confirmation page and will also receive a confirmation email which will contain the joining details (remember to check spam/junk email folders).
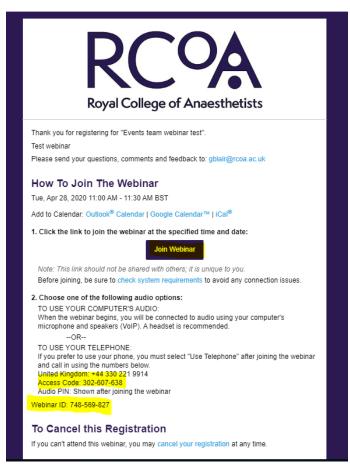
Step 2: Joining the webinar

- Your Confirmation email includes specific joining information. When the webinar is about to begin, you can use that information to get into the session.

When it is time, you can join in either of the following ways:

1. Join link: Click the Join link in your Confirmation email to be instantly launched into session.
2. Webinar ID: If you don't have your Join link, go here and enter the 9-digit Webinar ID.

Example below:

You will then be automatically launched into the session.

Please note that if you have not attended a gotowebinar before then you will require a software install.

How do I install the software?

- When you first join a webinar, GoToWebinar will automatically detect your computer setup and direct you to the best join method.
- If you are on a compatible Windows or Mac computer, then the software will begin to install as soon as you join.
- In order to install the GoToWebinar desktop app, you'll need to click through a few windows allowing GoToWebinar permission to access your computer.
- Note that specific download instructions will vary depending on your operating system and web browser; if you have any problems or concerns please visit the **FAQs page**.
- If you are planning to use your phone or a tablet, please make sure you have downloaded the gotowebinar app in advance – this will save delays on the day of the webinar.

Step 3: Setting up your audio

Once you've been launched into the session, you will be prompted to set up your audio.

To use your computer's mic and speakers:

- Click Computer audio.
- Use the drop-down menus to select the desired audio devices.
- Click Continue.

To use your telephone to dial in:

- Click Phone call.
- Use your telephone's keypad to dial the provided phone number and enter the codes when prompted.
- Click Continue.

Why can't anyone hear me?

- Webinars are designed to be in "listen-only" mode, so by default all webinar attendees are muted by the organiser

Step 4: Watching the webinar

Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you'll see one of the following:

- If you see the message "The meeting will begin when the organizer arrives," then the organizer has not yet started the broadcast. Once they do you'll be able to hear the audio.
- If you see a new window open with the message "Waiting to view <organizer>'s screen", then the webinar has officially begun but the organizer is not presenting any visual content. You should be able to hear the audio at this point.

Please note if you are joining the webinar on a phone or small screen you may have to swipe the screen to see the speaker on video as the first page will default to the presentation slides.

Questions and answers

There is an option to submit questions throughout the presentation in the 'questions' tab.

When you submit a question, the question will only be seen by you, the organiser and session Chair, the speaker will not be able to see the questions whilst they are presenting.

You will either receive an answer back from the organiser through the question tab or the question will be put forward to the speaker by the chair during any designated question and answer sessions.

Depending on the session, the Chair might offer you the option to 'raise your hand' in order to ask a question. If this is the case then you just click on the hand icon in your control panel to raise your hand, and click again to lower it. If the Chair has not offered this option during your webinar then please ask your question as instructed above.

Technical difficulties:

Why can I hear audio but not see the presentation?

If you're hearing the organiser but can't see their screen, most likely the GoToWebinar Viewer window is minimised, or no one is sharing their screen yet.

Why can I see the presentation but not hear the audio?

It sounds like you were connected to the session successfully, but your audio is not yet connected. You should have either Phone Mode or Computer Mode selected in your audio settings, which will connect you to the audio conference.

Still having audio issues? Try browsing the full list of Audio FAQs.

Still need some help getting into session? Try browsing the full list of Join Help and FAQs to get more detailed troubleshooting help.