

The platform for webinar2! is provided by InstantPresenter (www.instantpresenter.com). The benefits of this platform include:

- It requires no custom software to be downloaded on a participant's computer.
- Available: PowerPoint, static documents, presenter screen sharing, and instant polling.
- Higher quality video than other platforms.
- Interactive participant feedback icons: (*I have a Question, Slow Down, I Agree, etc.*).
- On-demand recording with controlled re-broadcast of recorded webinars.

Recommended Participant Hardware Requirements (Windows or Mac)

- At least: Internet Explorer 7, Mozilla Firefox 3.5 or Safari 4(Mac) or Chrome 3.
- 1024x768 Screen Resolution or greater.
- 300-500kbps download and upload speed (*DSL, Cable Modem, T1, etc*)
- Connected to Internet (*hard wired connection preferred, not wireless*).
- You must check for the most recent version of Flash player: <http://get.adobe.com/flashplayer>.
- Turn off any Pop Up Blockers before you perform the system test below.

Pre-webinar Procedures

- Client arranges the webinar with pd2! faculty and provides meeting title and list of invited attendees (*first, last, email address*) to curriculum2! support staff.
- curriculum2! staff generates automated email invitation and registration link.
- Client confirms that curriculum2! webinar invitations are being received through any client or regional firewall(s).
- Participants register and will automatically receive reminder emails 24 hours and 1 hour prior to scheduled webinar.
- Participants may check the minimum requirements and function of their computer in advance: **The system test can be found at www.instantpresenter.com/systemtest.** The system test is fairly accurate, however as modern web browsers continue to evolve, it is possible to receive some false negatives while using our system test. The most important item being tested is your ability to connect to our servers. If this test passes then you will most likely be able to participate in our webinars.
- Participants download Adobe Flashplayer (<http://get.adobe.com/flashplayer>) as necessary.
- If you have problems with the system test, check with your building or district IT staff.
- Presenter and client representative will conduct a live test as necessary.

webinar2! Login Procedures

- Participants will click the link provided in the registration confirmation email to join the meeting.
- Participants will enter their name, location (we suggest your building, area, or department for most clients), and their email address.
- Participant will see a pop-up window asking to ALLOW Adobe Flash (*or to download flash player if it is not already on the computer*). This does not affect the local computer. (*We strongly suggest this be done 5 to 10 minutes prior to the scheduled start of your meeting to make any sound adjustments - background music will be playing.*)
- Participants will see a momentary "Loading..." message before seeing the meeting template.
- Presenter and/or curriculum2! support staff will demonstrate the interactive features to participants before the webinar presentation begins.