

WHAT WORKS? A Series on Effective Early Childhood Mental Health Consultation

Dear Participant:

We want to make your participation in the April 28th webinar as easy and meaningful as possible. Below is a quick reference guide on how to join and participate in the **GoToWebinar** event. Please note: These points will be reviewed briefly at the beginning of the webinar in order to make the most of your experience.

PARTICIPANT QUICK REFERENCE GUIDE FOR APRIL 28TH, 2010

JOINING THE WEBINAR

1. At the time of the Webinar, open the Webinar confirmation/reminder email.
2. Click the Join Webinar link provided in the confirmation/reminder email.
3. If prompted, click **Yes, Grant** or **Trust** to accept the download for **GoToWebinar**.
4. If requested, enter the *Webinar password* provided by your Webinar organizer.
5. Join the audio portion of the Webinar (telephone only for this webinar):

Call-in Number: **1-800-832-0736**

Conference Room Number: **2884179**

AFTER JOINING (This will be reviewed during the event)

Audio Mode

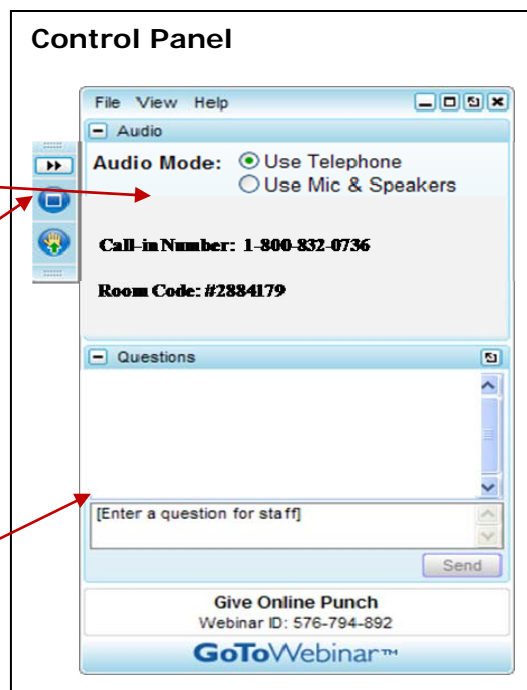
Audio is **ONLY** available through your telephone using the call-in number and room code for this webinar.

Due to the large size of our webinar audience your opportunity to ask questions or make comments will be limited to typed submissions using the Questions pane of the Attendee Control Panel (see below). Questions or comments you submit will be addressed at specific Q&A periods throughout the webinar. Unanswered questions, due to time limitations, may be addressed in a follow-up e-mail, posting on the *What Works?* Webpage, or individual communication.

Using the Control Panel

Once you have joined the Webinar you will see the Attendee Control Panel and Grab Tab. The Control Panel contains panes that can be expanded or collapsed by clicking the +/- on the left side of each pane.

- **Grab Tab**
 - Click arrow to open/close Control Panel
 - Click square to toggle Viewer Window between full screen/window mode.
 - Click hand icon to raise/lower hand.
- **Questions Pane**
 - Attendees can submit questions and review answers. Broadcast messages to attendees will also show here
 - Type your question and click **Send** to submit it to the organizer/moderator



LEAVING THE WEBINAR

Click **File** and select **Exit – Leave Webinar** to exit a session.