



**VIRTUAL MIDWEST DAMAGE PREVENTION
TRAINING CONFERENCE**

Indiana 811

Kentucky 811

**GoToWebinar
Attendee Resource Guide**

Attendee Checklist

- Attendees **must be registered to enter in the session they'd like to attend**. If you are not registered, you may do so at least 10 minutes prior to the session start. **Please note, you must register for individual sessions in addition to your original conference registration.**
- Once you are registered for the the session of your choice, you should receive an email from customercare@gotowebinar.com with your session login access. You will receive an email reminder one hour prior to your session start.
- Make sure your internet connection is strong. Sessions will also be posted online after the conference has concluded.
- If you plan to attend via a mobile device, be sure to download the GoToWebinar app from your app store in advance.
- If you are attending the session to receive Continuing Education Unit Credits, we ask that you watch the entire session to qualify.



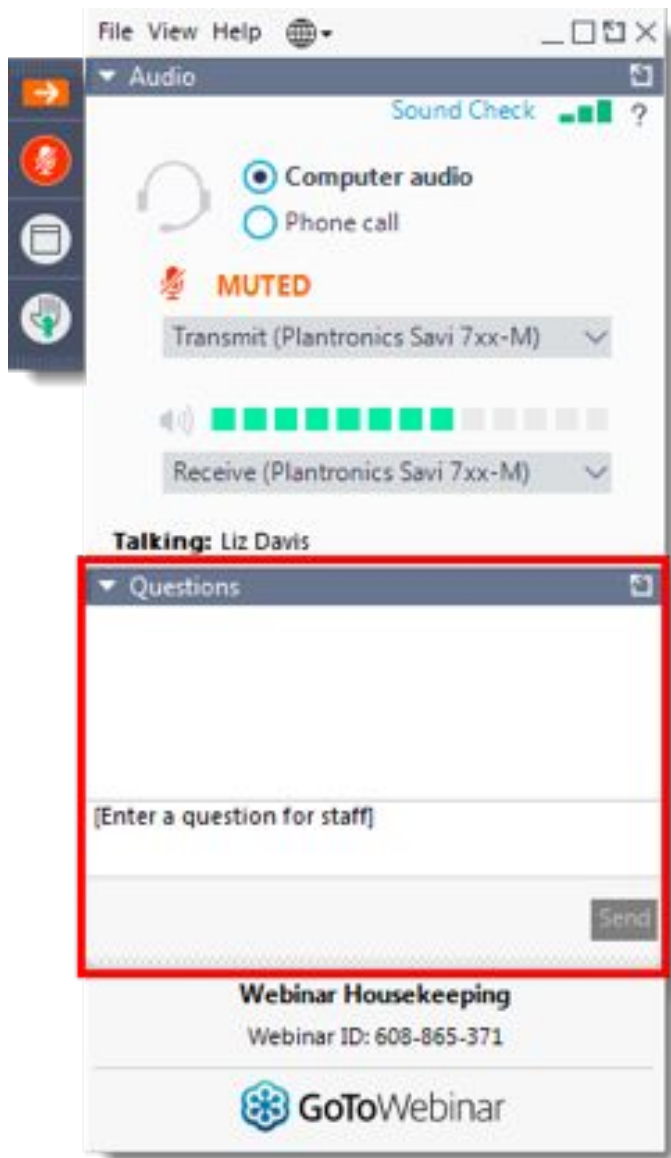
Attendee Participation

The screenshot displays the GoToWebinar interface. On the left is the main viewer window titled "Webinar Housekeeping". It shows the organizer and presenter as Liz Davis, audio instructions, and contact information for the United States. On the right is the audio control panel, which is currently muted. It includes options for "Computer audio" and "Phone call", a "MUTED" indicator, and a "Questions" section with a text input field and a "Send" button. The GoToWebinar logo and Webinar ID (608-885-371) are visible at the bottom of the control panel. The Windows taskbar is visible at the bottom of the screen.

- Attendees will see the following screen when they first enter a session.
- To the left is the GoToWebinar Viewer through which you see the presentation.
- To the right is the GoToWebinar control panel where you can raise your hand, ask questions and select audio mode.



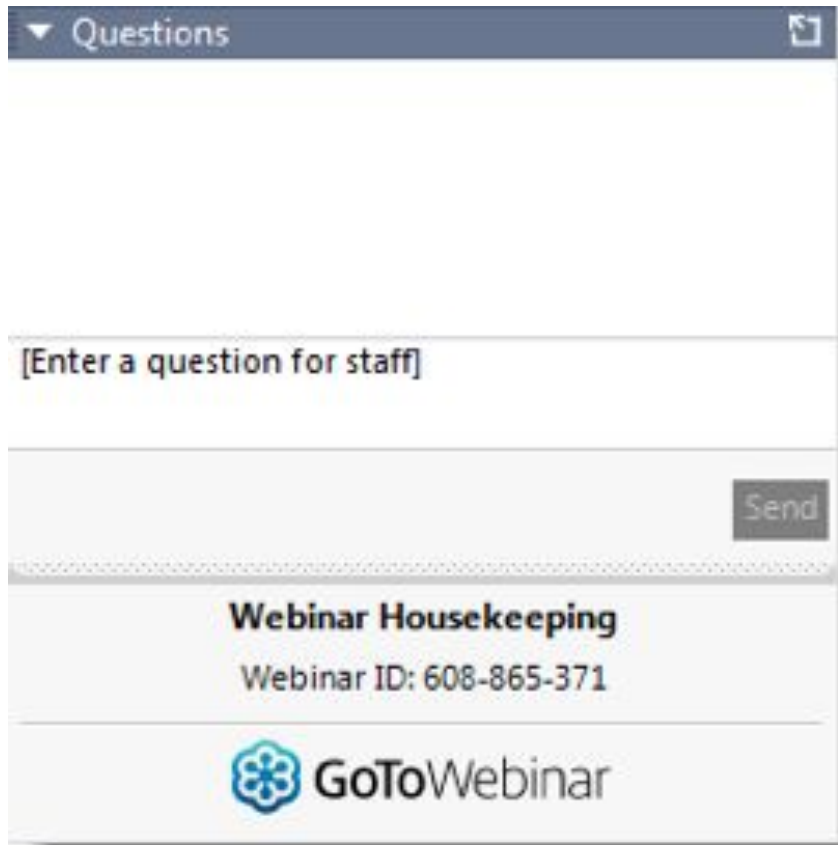
Attendee Participation



- If you are joining in via telephone, make sure to select Telephone and enter your audio PIN in the audio panel to eliminate echo.
- Attendees will **be automatically muted** throughout the whole session.
- For better sound quality, GoToWebinar suggests listening to the sessions with a connected headset or headphones.
- Session attendees can submit questions in the question box on the bottom of the panel.



Attendee Questions



- If you have a question during a breakout session, registrants can either raise their hand or submit their question in the question box.
- The moderator will monitor for incoming questions throughout the presentation .
- Depending on the session, questions will either be answered during or after the presentation is completed.



Helpful Resources

- Attend the Virtual MWDPTC “Preview Day” on **Monday, November 2 from 1:00 p.m. - 3:00 p.m. EST** to ensure that you become acquainted with the GoToWebinar software. **Register [here](#) to attend.**
- [How Do I Join A Webinar?](#)
- [Audio Troubleshooting](#)
- [I Can't Join My Session](#)

***If you are experiencing GoToWebinar issues during your session, message your moderator so they can help determine the problem.**

