

*Please read the information provided carefully to ensure a successful conference.*

#### GENERAL MEETING INFORMATION

Topic: PLC Information Webinar with Hannah Parker

Date: Thursday, April 10<sup>th</sup>, 2014

Time: 3:15 pm Central Daylight Time (Chicago, GMT-05:00)

#### 1) ACCESS THE WEBINAR

The link included below will allow you computer access to the web conference. *Please check this link at least 20 minutes prior to the session start time.* You will be asked to enter your name and email address.

<https://solutiontreeevents.webex.com/solutiontreeevents/onstage/g.php?t=a&d=644164379>

#### 2) ACCESS AUDIO

There are two ways by which you may access the audio portion of the conference: by calling the toll number via telephone, or using your computer audio. For best audio results, I recommend calling the toll number via telephone. To call in to the conference, please use the call-in number and access code provided below. Upon entering the meeting, you will also be provided with an attendee ID to connect your call to your username.

#### 3) USING CHAT

Please use the chat feature in the right hand corner of your screen to ask questions.

**Call-in toll number (US/Canada): 1-650-479-3208**

**Access code: 644 164 379**

If you have any technical difficulties you may certainly contact me at [kristin.castro@solution-tree.com](mailto:kristin.castro@solution-tree.com).

## **Testing Your Technology**

- 1) Establish a wired Internet connection and turn your wireless Internet connection "off". A wired Internet connection runs quicker than a wireless connection.
- 2) Please visit <http://www.webex.com/lp/jointest/> to test your equipment at least **two weeks** before the IWC Session. Enter your name and email address and click "Join." Test with all of the equipment that will be used for your IWC session (ex: laptop, projector, speakers, etc.)

If you are unable to connect please try the following:

- 3) Ensure that you meet the technical requirements
- 4) Enable Java on your web browser (Firefox, Chrome, Internet Explorer, etc.)
  - Please visit the website provided if you need assistance  
[http://java.com/en/download/help/enable\\_browser.xml](http://java.com/en/download/help/enable_browser.xml)
- 5) Get the latest version of your Web Browser



**TECHNICAL REQUIREMENTS FOR AN INTERACTIVE WEB CONFERENCE**

*If any of the requirements below are not available, please contact your PD Representative immediately.*

	<b>PC/Windows</b>	<b>Macintosh</b>
<b>SYSTEM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Windows XP or above</li> <li>• Internet Explorer 6 or above; OR Firefox LATEST; OR Google Chrome LATEST</li> <li>• In Internet options, make sure JavaScript, cookies, and ActiveX are enabled</li> <li>• Intel or AMD processor (1GHz or faster)</li> <li>• At least 512 MB RAM (at least 2 GB RAM for Vista)</li> </ul>	<ul style="list-style-type: none"> <li>• Mac OS X 10.5 or above</li> <li>• Firefox LATEST</li> <li>• JavaScript and cookies enabled</li> <li>• Requires Apple Java 5 or higher</li> <li>• PowerPC G4/G5 or Intel processor</li> <li>• At least 512 MB RAM</li> </ul>
<b>VIDEO/AUDIO REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A sound card installed in your computer</li> <li>• Microphone and speakers connected to your computer or a telephone in the same room as the IWC with conference-call capabilities</li> </ul>	
<b>SITE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Suggested: tech Contact in attendance and available for troubleshooting at time of Web Conference</li> <li>• Hard line Internet connection</li> </ul>	

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