



Plug-In to Orlando at COLLABORATE 11 – IOUG Forum Virtual Attendee Orientation

**Tuesday, April 5th
2:00 pm CDT**



Introduction

- Thank you for participating!
- 44 Virtual Sessions
- Streaming LIVE from COLLABORATE 11
 - IOUG Forum
 - Monday, April 11 – Thursday, April 14
 - Orlando



Agenda

- Session Listing Information
- Attendee Preparation
- Logging in
- Asking Questions
- Assistance
- Q & A

Quick Polling Question

- Did you attend last year's Plug-in to Vegas Conference?
- Yes
- No



Session Listings

- Virtual Sessions Length:
 - 30 minutes or 60 minutes
- Time between sessions:
 - 15 minutes
- Virtual Sessions Streaming **LIVE** from COLLABORATE 11 in Orlando, Florida.
- Sessions will be streaming live from TWO session rooms. Some sessions will be occurring simultaneously.



Session Listings

- All Sessions are listed in EASTERN time.
- If a session is not listed on Plug-in Web page, there will not be a session at that time.



Attendee Preparation

- Polling Question:
 - How will you be viewing the Plug-in to Orlando Conference?
 - I'm the only person viewing at this location.
 - I'll be viewing with a group.
 - Don't know.

Attendee Preparation

- Go To Webinar: <http://www.gotomeeting.com>
- System Requirements
 - PC-based attendees
 - Required: Windows® 7, Vista, XP or 2003 Server
 - Macintosh(R)-based attendees
 - Required: Mac OS® X 10.4.11 – Tiger® or newer
- Audio Checklist for tips on using your computer's microphone and speakers with GoToWebinar.
 - <http://collaborate11.ioug.org/virtual>



Attendee Preparation

Individual Viewing:

- Computer Set-up
 - Computer/Laptop connected to the Internet
 - Primary Registrant Confirmation Email
 - Reminder emails will be sent to Primary Contact



Attendee Preparation

Individual Viewing:

– Audio Set-up

- Use Mic & Speakers
 - Listen to audio through computer
 - Recommended for high-speed internet connection only
 - Need headphones or speakers
- Use Telephone
 - Dial-in and access code provide when you login
 - Recommend using speaker phone



Attendee Preparation

Group Viewing:

– Computer Set-up

- 1 Computer/Laptop connected to the Internet
- Projector and Viewing Screen
- Primary Contact's Confirmation Email
 - Reminder emails will be sent to Primary Contact only



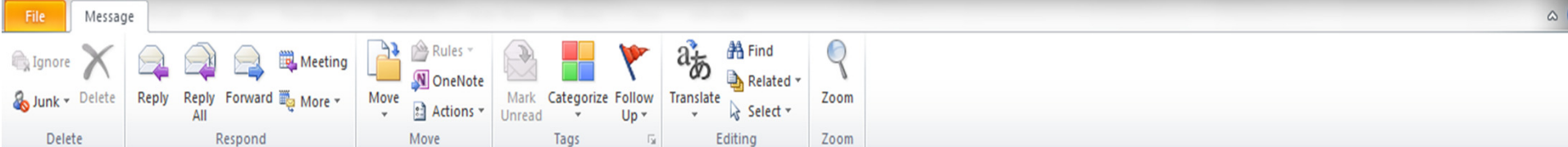
Attendee Preparation

Group Viewing:

- Audio Set-up
 - Use Mic & Speakers
 - Listen to audio through computer
 - Need speakers
 - Use Telephone
 - Dial-in and access code provide when Primary Registrant logs in
 - Telephone with speaker phone capability

Before the Conference

- The day before the event:
 - Primary Contact - check that you have Webinar Reminder Emails for **Track 1** and **Track 2**.
 - Each reminder email will have one link to access Plug-in sessions.
 - You **MUST** use this link to log into the Plug-in sessions.
 - Your link is unique – **Do Not Pass Link Around**
 - You will receive two emails each day for the following day's sessions.



From: gotowebinar@citrixonline.com

To: Horwitz, Dina


Sent: Thu 4/15/2010 7:54 AM

Cc:

Subject: Panelist for "Plug-in to Vegas at COLLABORATE 10: April 19 - Track 1"

Dear IOUG,

Dina Horwitz - IOUG (dhorwitz@ioug.org) has invited you to present at the following Webinar:

"Plug-in to Vegas at COLLABORATE 10: April 19 - Track 1" 

Monday, April 19, 2010 8:00 AM - 5:00 PM PDT

1. Click here to join:

<https://www1.gotomeeting.com/join/145234064/105198388>

This link should not be shared with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Or, you may select Use Telephone after joining the Webinar.

Dial: 484-589-1011

Panelist Access Code: 290-718-836

Audio PIN: Shown after joining the Webinar

Webinar ID: 145-234-064

System Requirements

PC-based attendees

Required: Windows(R) 7, Vista, XP, 2003 Server or 2000

Macintosh(R)-based attendees

Required: Mac OS(R) X 10.4.11 (Tiger(R)) or newer

Read our Audio Checklist for tips on using your computer's microphone and speakers with GoToWebinar.

<https://www1.gotomeeting.com/default/help/g2w/g2w%5fuser%5fhelp.htm#Webinar%5fPresentation/Audio%5fBest%5fPractices.htm>

Add this to your Outlook calendar by clicking the link below:

<https://www1.gotomeeting.com/synchOutlook?wid=145234064&uid=105198388>



Logging in to Plug-In

- Check the schedule in your time zone
- Log in 5-10 minutes prior to the session
- Primary Registration Contact:
 - Use link in reminder email to log into **Track 1** or **Track 2**



Logging in to Plug-In

- You will see a screen confirming the session schedule for that day
- The moderator will welcome virtual attendees and live attendees
- Listen using mic & speakers or telephone

The screenshot shows a GoToWebinar interface with a menu bar (File, Options, View, Help) and several control panels. A red box highlights the 'Audio Mode' section, which includes radio buttons for 'Use Telephone' (selected) and 'Use Mic & Speakers'. Below this, the dial-in information is displayed: Dial: 773-945-1010, Access Code: 600-164-579, and Audio PIN: 41. A note below the PIN states: 'If you're already on the call, press #41# now.' Other panels include 'In Practice Mode' with a 'Start' button, 'Screen Sharing', 'Audio', 'Polls', 'Questions', 'Invite Others', and 'Chat' with a 'Chat Log' and a message input field. At the bottom, the session title is 'Plug-in to COLLABORATE 09 – IOUG Forum: Attendee Webinar' with Webinar ID: 706-116-688, and the GoToWebinar logo is visible.

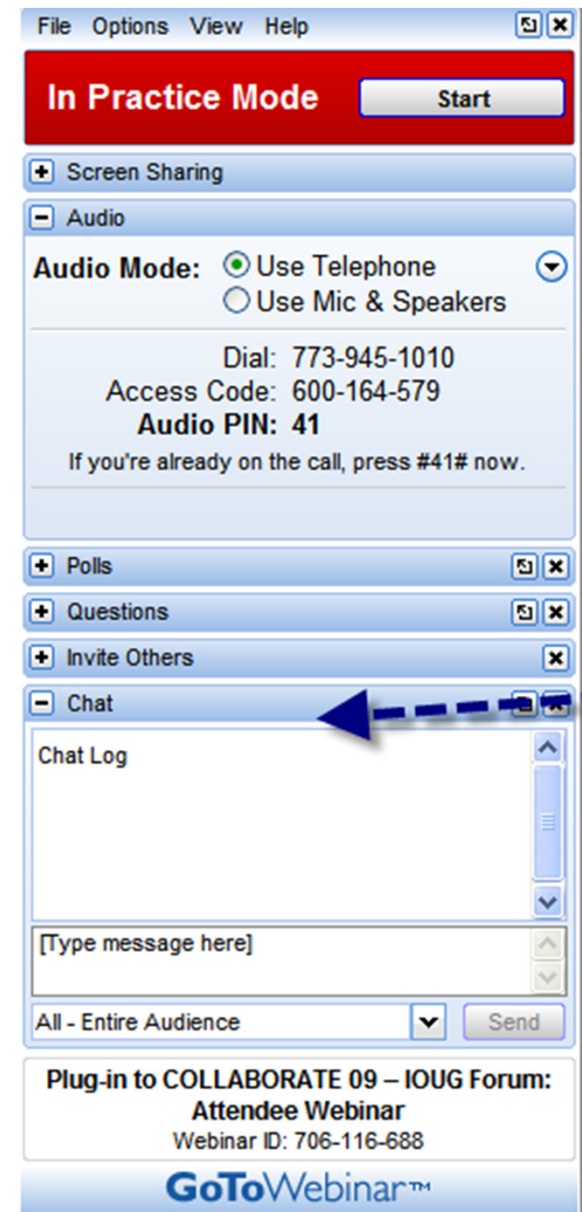
Switching Session Rooms

- You cannot be logged into two sessions from one computer
- You may switch between rooms as many times as you wish
- All you have to do is log out of the current session you are listening to, and then log in using the 2nd registration link you received



Asking Questions

- Q&A last 15 minutes of session
- Virtual Attendees audio lines will be muted.
- Use your tool bar chat feature to type your questions
- Once you have typed in your question, select **“Send”**
 - Questions will be sent to the speaker





Post-Event

- Survey
- We appreciate your feedback!



Accessing Sessions

- All Plug-in attendees have access to the virtual session recordings.
- An email with the link to the proceedings will be distributed a couple weeks after the conference.



Assistance

- If you need assistance at any time, please contact IOUG Headquarters at 312.245.1579 or ioug@ioug.org.
- We will be online and on the phone to resolve your issues ASAP.



Questions?

Thanks for joining us today!