



Connectivity Testing Webinar 29 June 2015 at 10:00–11:00 a.m. UK GMT Housekeeping

- **What is Lecture Mode?** The webinar you will be attending will be conducted in Lecture Mode (or Listen Only Mode) meaning you will be automatically muted with no microphone rights.
- **How will I follow the Audio?** The audio will be broadcast automatically through your computer speakers so you can just click on '**Listen Only**' when prompted to connect your audio and simply listen through your computer speakers or earphones/headset therefore please check your computer speakers are turned on/up. There will be no option to connect your microphone during the webinar. If you wish to connect via telephone select Dial-out, enter your telephone number in the international format and click 'join' to receive a call from the system (you will be automatically muted).
- **Who do I contact for Technical Assistance?** Please use the chat pod if you need any technical assistance (bottom left hand-side of the meeting room interface).



Joining Instructions – Guests

- **Connectivity Test Link:** It is recommended that you test your computer prior to attending a meeting. The test link checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting. To run the test link browse the follow URL:
https://connect.ema.europa.eu/common/help/en/support/meeting_test.htm
- **To enter the room** please follow this unique URL **10 minutes** prior to the meeting time:
<https://connect.ema.europa.eu/webinar/>
- **Login:** Please select **enter as a guest**, enter your full name (first name and surname).
- **Passcode:** Enter room passcode **XXXX** and request entry. NOTE: **no passcode is required for connectivity testing**
- **Support:** Please do not hesitate to contact the Unified Communications section at VirtualMeetings@ema.europa.eu in case of further questions.



How to post a question in writing?

Questions may be taken in writing during the webinar as participants will not have speaking rights. Please post your query in the '**Meeting Chat**' window located on the centre left hand-side of the meeting room interface.

