



## UPEC 2020

# GUIDE FOR THE ATTENDEES ON THE USE OF THE PLATFORM “GOTOWEBINAR”

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First of all, congrats for attending the virtual conference UPEC 2020. Even in this hard situation, this long-established conference is going on!

This guide is for the Windows operating system, small differences can be present in the layout of the program in different operating systems.

In all the sessions, one or more members of the local staff will support you.

### ACCESS TO THE WEBINAR

1. All the registered participants will receive an email with the program of the Conference. Every session will have its own link, which is the *registration link*.

Once clicked the link of the session of interest, on the browser will appear the following form (the title indicated here is just an example):

### Test for Attendees' Guide

Wed, Aug 26, 2020 7:00 PM - 8:00 PM CEST

[Show in My Time Zone](#)

\*Required field

First Name\*

Last Name\*

Email Address\*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

The registered attendee will fill the above form with his/her required data.

2. After the registration, you will receive an email containing the info and the link to the webinar. You can click on the blue button to access to the webinar. Please note that the email address to send your comments and feedback can change for different sessions.

Thank you for registering for "Test for Attendees' Guide".

Please send your questions, comments and feedback to: [upec2020c@polito.it](mailto:upec2020c@polito.it)

## How To Join The Webinar

Wed, Aug 26, 2020 7:00 PM - 8:00 PM CEST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:



Join Webinar

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

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

Italy: +39 0 230 57 81 73

Access Code: 713-447-996

Audio PIN: Shown after joining the webinar

Webinar ID: 961-208-027

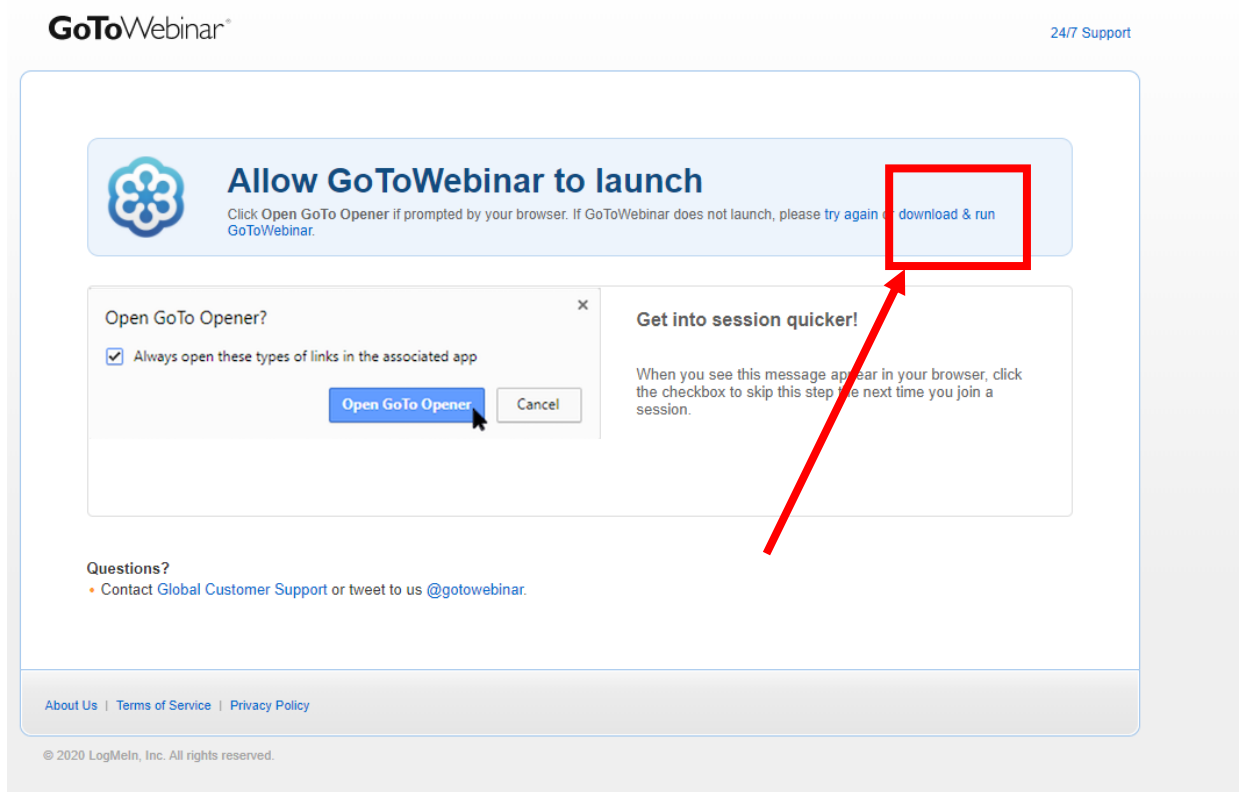
## To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

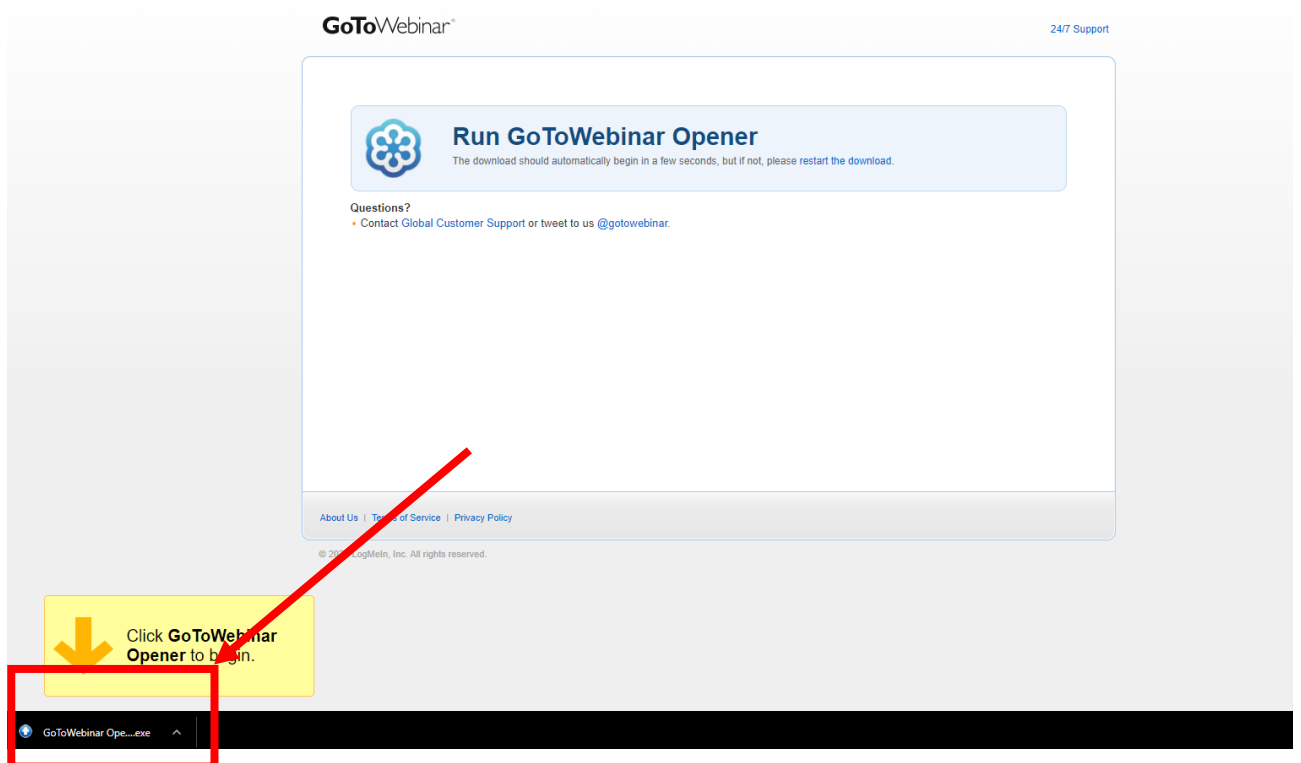
You are receiving this email because you registered for this webinar. Your email address and personal information will be used by the Webinar organizer to communicate with you about this event and their other services. To review the organizer's privacy policy or stop receiving their communications, please contact the organizer directly.

[Cancel registration](#) | [Stop GoToWebinar emails](#) | [Report spam](#)

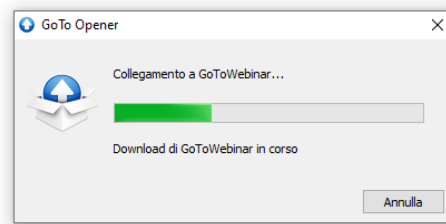
3. If it is your first time using the software “Gotowebinar”, you have to download it. If a popup does not appear, you can click on the link indicated by the arrow



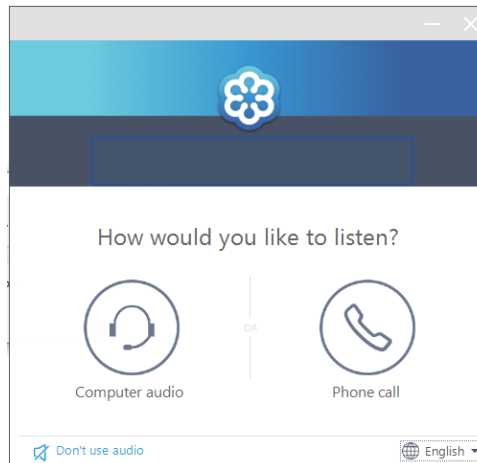
4. Then, you can run the app



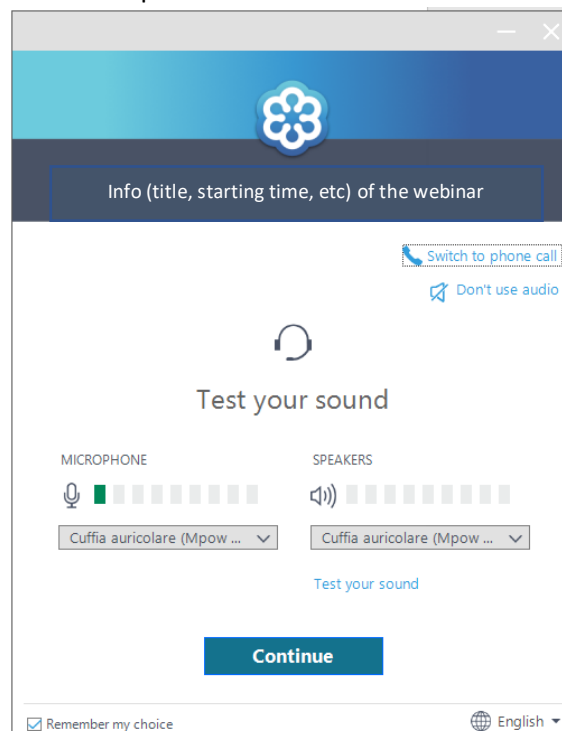
5. Wait for the download of the app



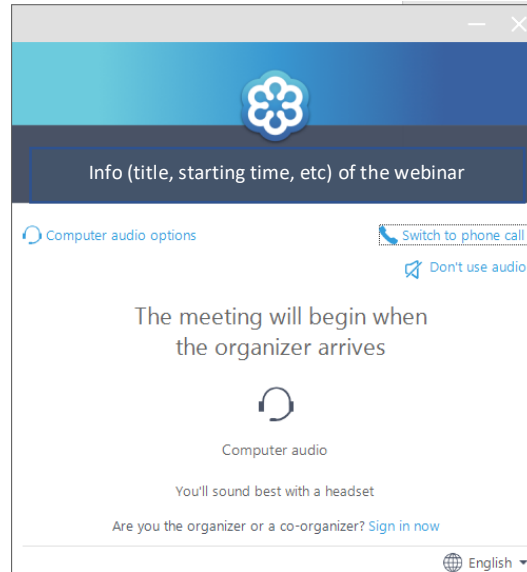
6. Select "computer audio"



7. Select and test the microphone and speakers

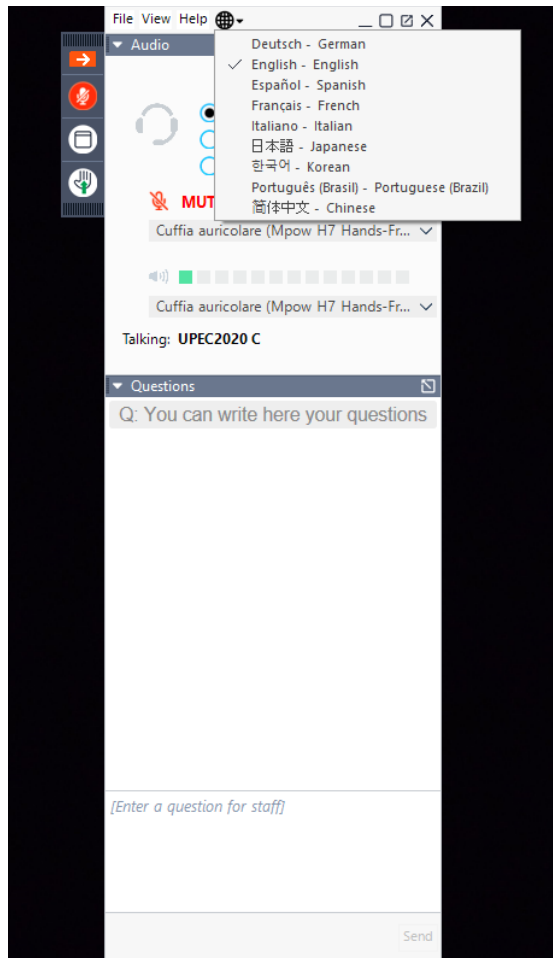


8. The setup is complete: the window will change when the organizer will start the webinar

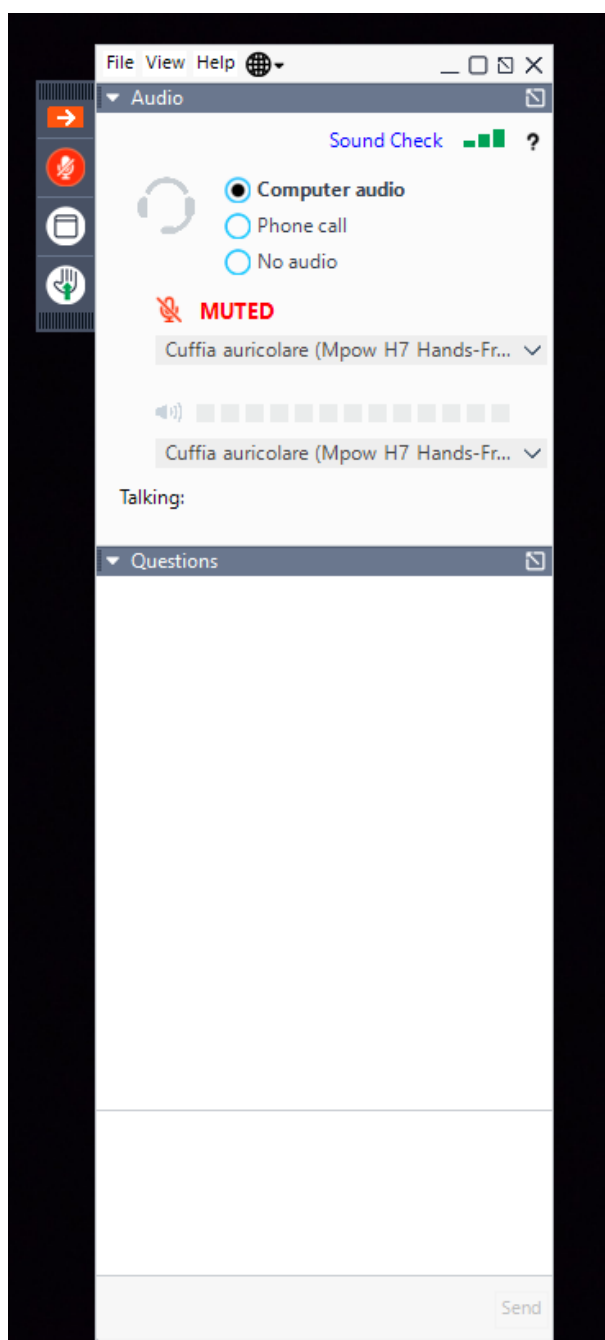


## FEATURES OF THE PLATFORM “GOTOWEBINAR” – (FOR ATTENDEES)

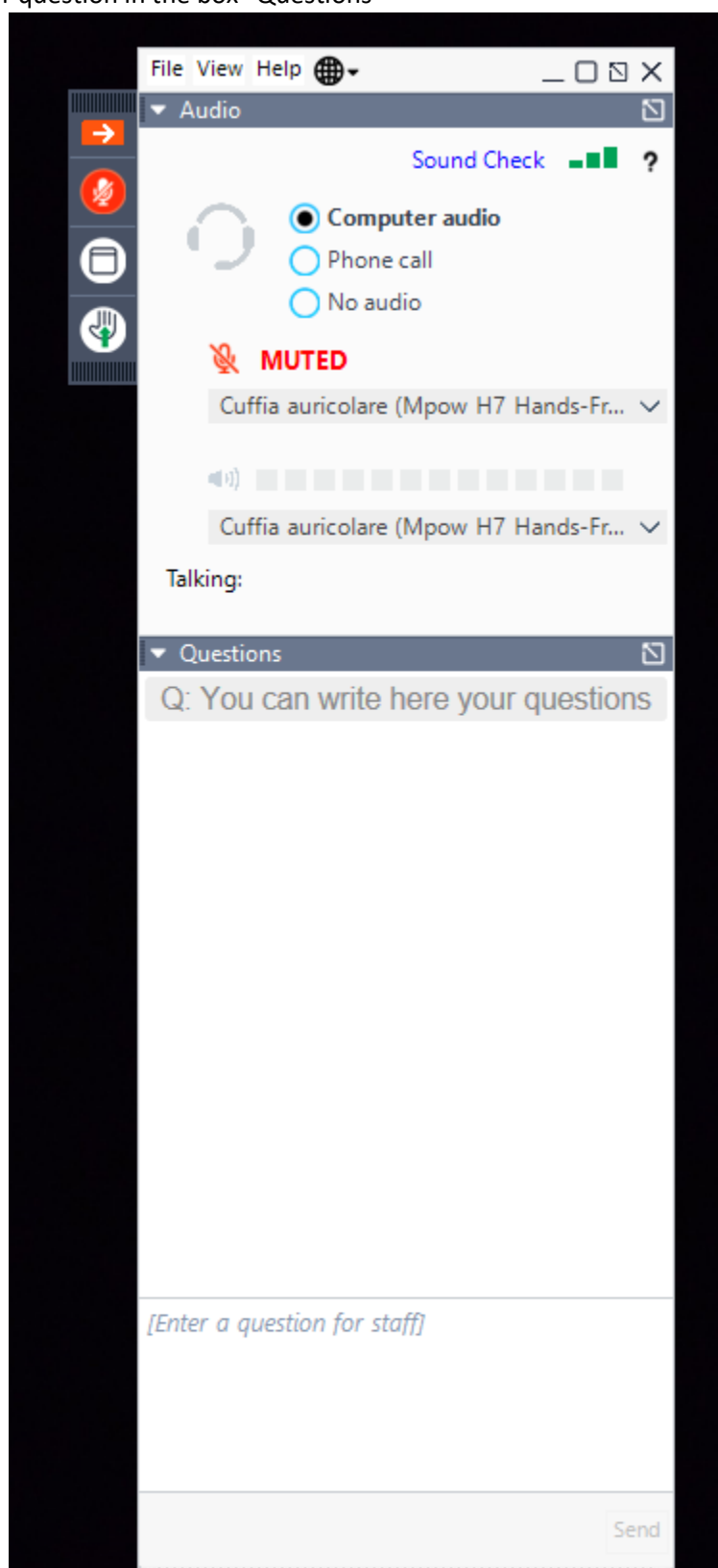
9. When the organizer starts the webinar, you will see the interface, as shown as follows, and you can choose your language



10. In order to check the audio devices (speakers), you can access the panel “audio”.



11. You can write your question in the box “Questions”



The questions will be passed to the Session Chair for selecting the ones to use. In case of many questions, the Chair will decide which one(s) will be used.