



How to Make the Most of Your Webinar Experience

1. Your registration for NACE virtual programming is final once payment has been received. You will then receive a confirmation email from events@naceweb.org that contains webinar log-in instructions. We recommend that you preview this information upon receipt.
2. The person who registers for the webinar is considered a paid participant and will receive the confirmation email with the log-in information. **(Note: NACE webinar content is for paid participants only. To be considered a paid participant you must be registered for the webinar. Logins by multiple users from a single organization with only one participant registered, and multiple logins by a single user are not permitted and will be disconnected from the webinar.)**
3. Test your computer ensuring that plug-ins have been installed at least 24 hours prior to the live webinar.
4. Presentation decks are available within the registered attendee's MyNACE account two days prior to the live webinar. The presentation deck may be printed for notetaking purposes.
5. To access your MyNACE account, go to <http://www.naceweb.org/MyNaceIndex.aspx> , click on 'Events' on the left hand navigation, find the webinar title and click 'I'd like to', and select if you would like to view attendee list, receipt, confirmation, presentation, archive, etc.
6. If you are unavailable to view the live webinar, you will have access to the archive for 90-days in your MyNACE account.
7. Sign in 10 minutes early to ensure you are present and prepared for beginning polls and/or questions posed by facilitators.
8. Ensure your computer speakers are on and turned up. If you are using a laptop for the webinar, we recommend using ear buds or using your telephone to dial-in for the audio portion.
9. The chat box is located in the lower left corner of the screen. Click on the 'chat with presenter' icon to maximize the chat area and be ready to interact.
10. The raise-hand feature is located in the lower left corner of the screen.
11. The ReadyTalk technical support number is: 800.843.9166.
12. At the conclusion of the webinar, the evaluation will be sent through ReadyTalk and again via email.