



Biopharmaceutical Section
of the
American Statistical Association

Web-Based Training Series Attendee User Guide

PRIOR TO THE PRESENTATION:

Computer Test

It is highly recommended that you test the computer you will be using to view the presentation prior to the start time. No additional software needs to be downloaded to view the webinar, but you may need to upgrade to a newer version of Java.

To test your computer, go to this web page:

<http://www.vcall.com/vcall/support/systemtest.aspx>

System Requirements

Operating System: Windows 2000 to present, Macintosh OSX, Linux Redhat

Browser: Internet Explorer (IE) 5.5+, Firefox 2.0+, *Opera 9.0+, Mozilla 1.71+, Safari 3.1

Other: Events with streaming audio or video require Macromedia Flash 8.0+

Hardware: 56Kbps Internet access. Speakers or headphones and cable modem, DSL, ISDN, or equivalent broadband needed to receive audio/video streaming (128K minimum).

*Opera browser will not allow access to the Question and Answer feature of the console.

Access Information

An email will be sent from the ASA office with the audio call-in number and information about how to join the webinar. Generally, this email is sent two business days prior to the webinar presentation. The exact date the email will be sent is indicated on the confirmation email you received after registering.

AUDIO FOR THE PRESENTATION:

Attendees can receive the audio of the presentation via telephone call-in number or audio streaming over the Internet.

Streaming Audio

To receive the audio streaming over the Internet, simply turn on the speakers attached to your computer. Be certain the computer has a sound card installed.

Telephone Call-in Number

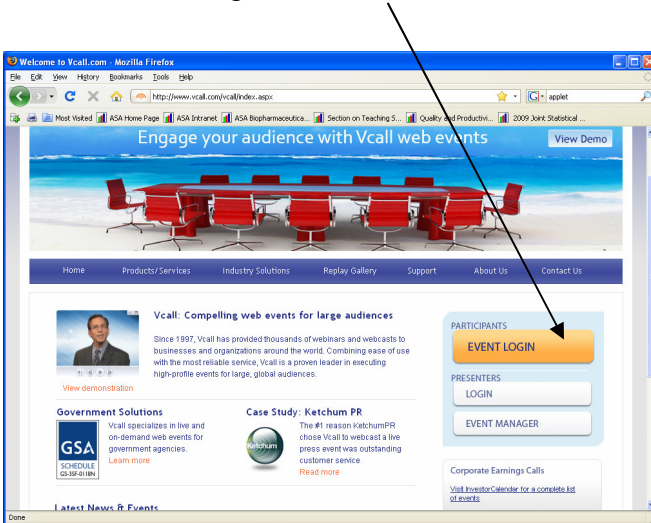
Dial the number provided in the email sent from the ASA office. See the above “Access Information” section for the date this email is sent. At the prompt, enter the Participant Passcode also provided in the access information email. Once entered, you will be placed in the teleconference.

The teleconference is **listen only**. You do not need to mute your telephone. If you join the teleconference before the scheduled start time, you will hear standby music.

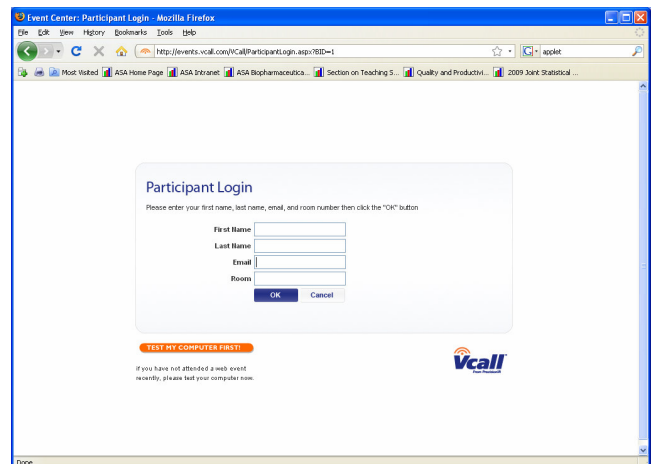
WEB ACCESS:

Five to 10 minutes prior to the scheduled webinar start time, go to the Vcall website to login: <http://www.vcall.com/vcall/index.aspx>.

Click on the orange **EVENT LOGIN** button under Participants.

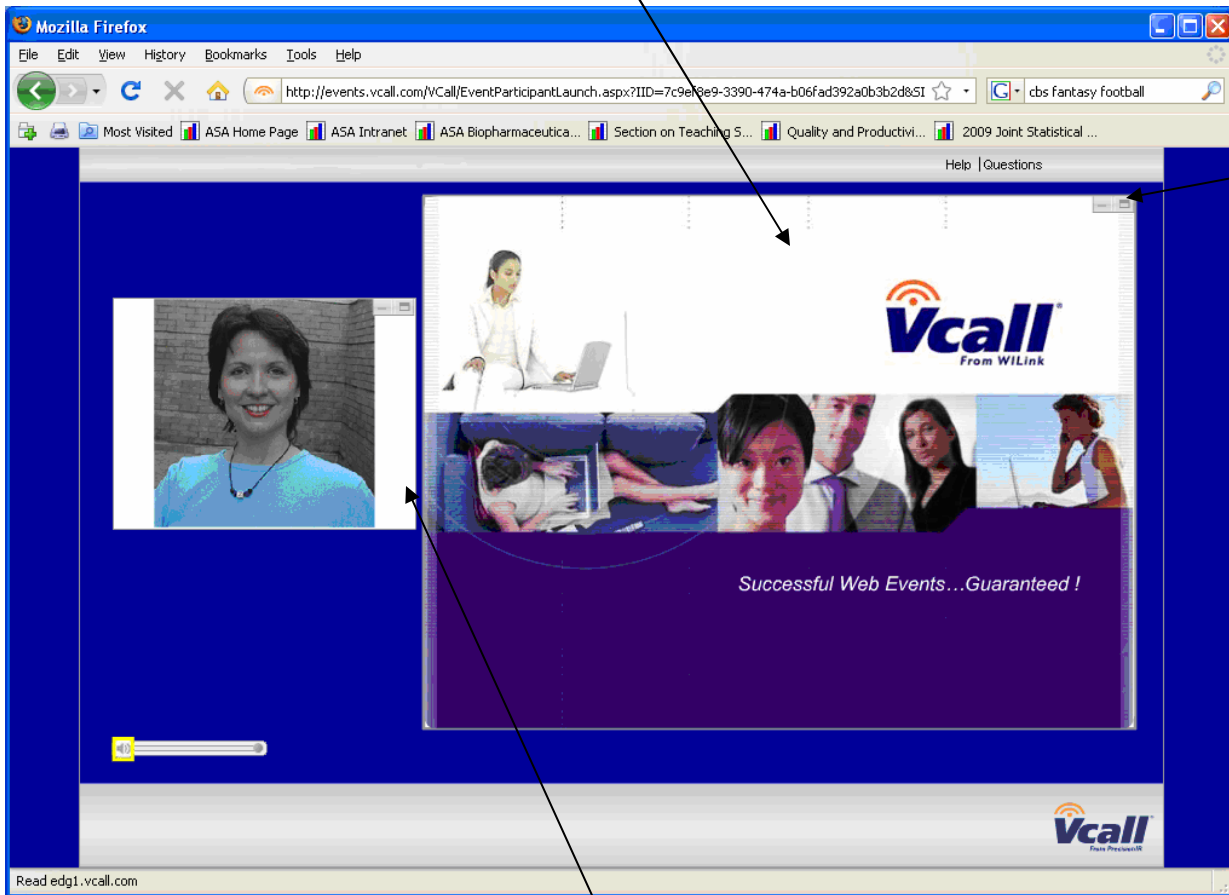


The next screen will ask for your First Name, Last Name, Email address, and Room. Enter the first and last name you registered under. The Room number is provided in the access information email sent from the ASA office.



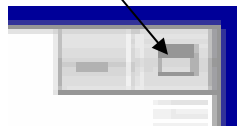
DURING THE PRESENTATION:

The slides are viewed in the **Presentation Window** on the right side of the screen.



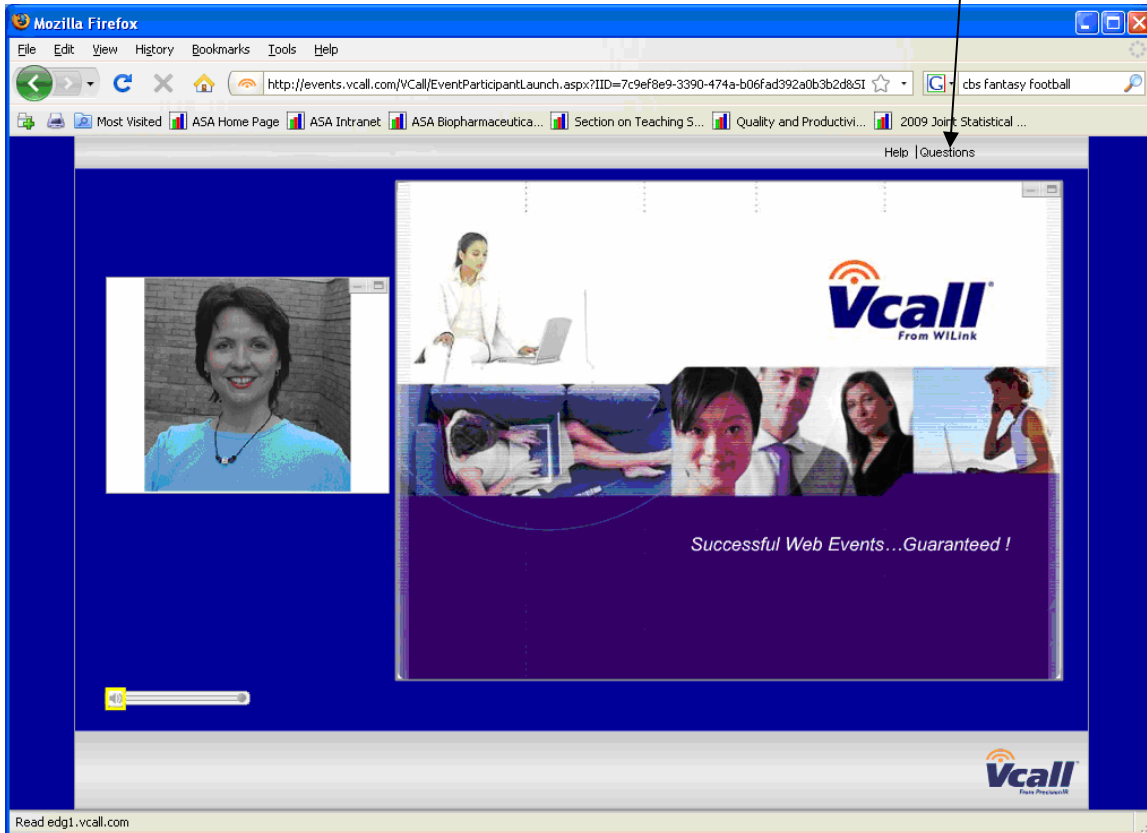
Whenever possible, we will provide a **picture of the presenter**.

To view the presentation in Full Screen mode so that the presentation slides fill the entire computer screen, click on the **Maximize** button on the upper right side of the Presentation Window.

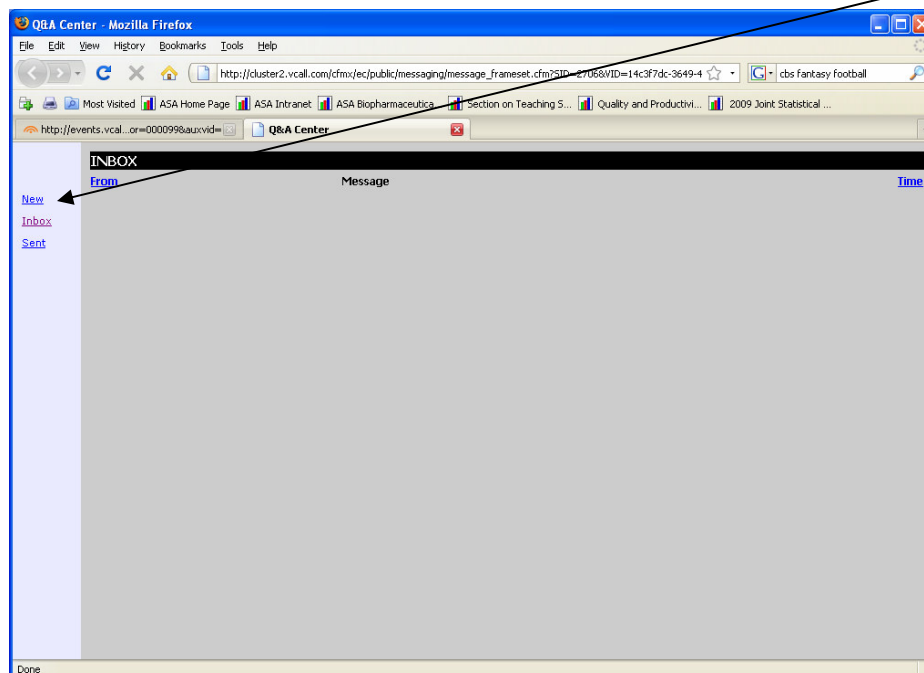


Submit a Question to the Presenter

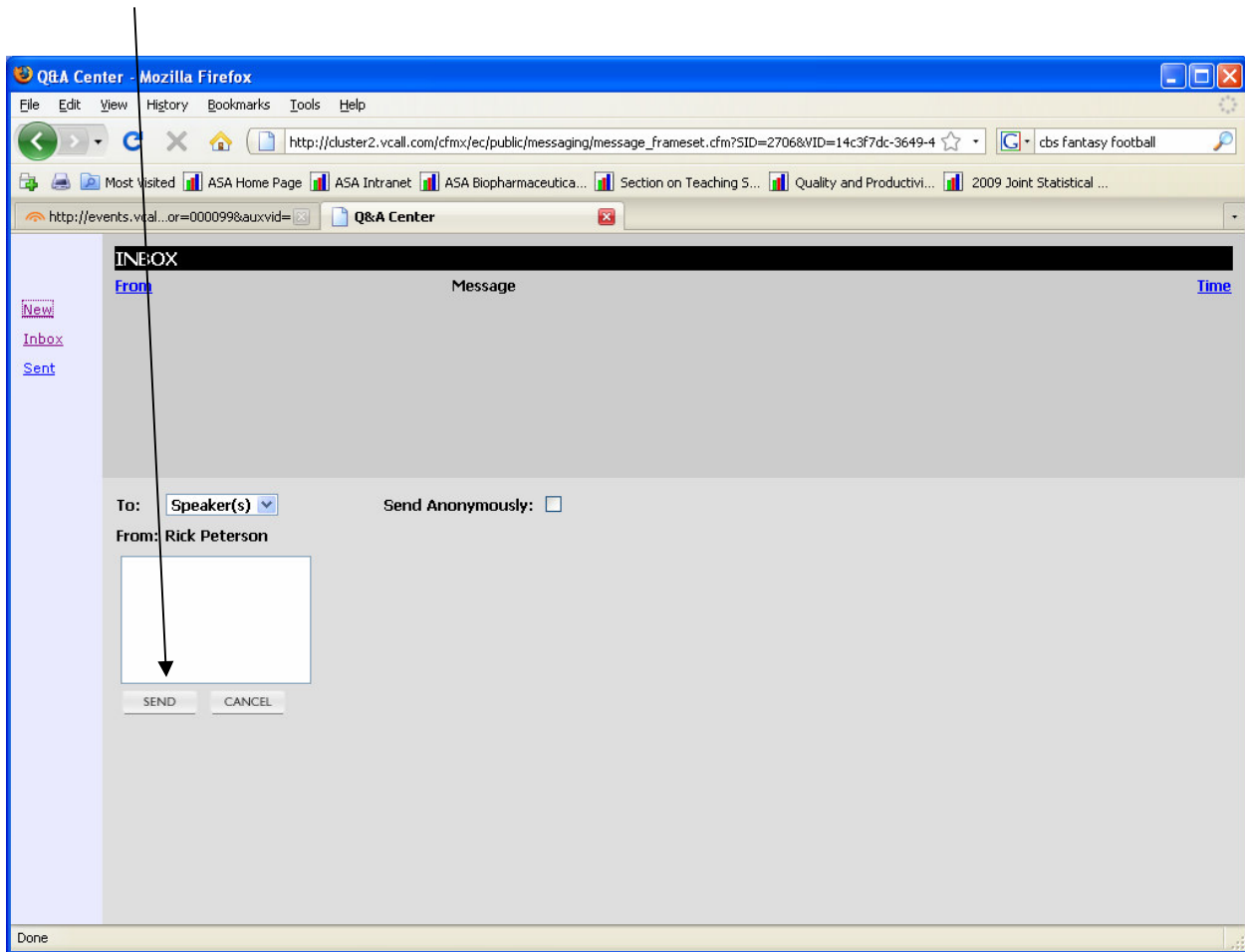
The presenter will pause periodically to answer any questions that have been submitted. To submit a question to the presenter, click on **Questions** on the gray toolbar at the top of the Presentation Window.



A new **Q&A Center** window will open. On the left side of the window, click **new**.



A white box will appear near the bottom of the screen. Type your question here and press **Send** when finished.



Technical Assistance

If you need additional technical assistance during the presentation, click on **Help** on the gray toolbar next to the Questions button.

A new window will open with answers to frequently asked questions and a telephone number to contact the Vcall Technical Support desk.

