

## Attendees

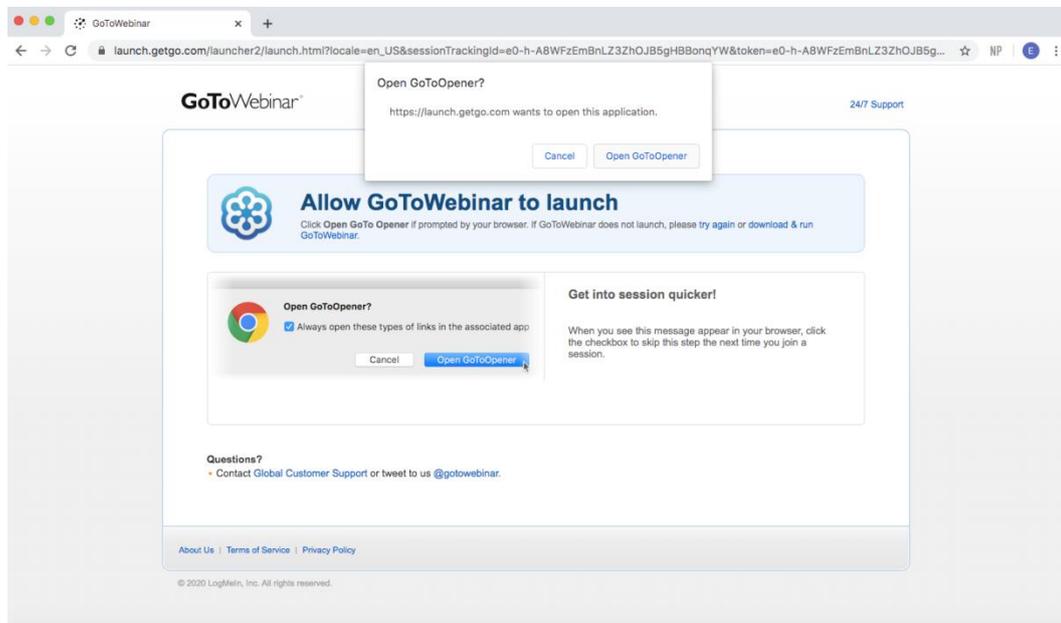
### Login details

On the day of the Webinar, please ensure that you login in **5 minutes** before the event is due to begin.

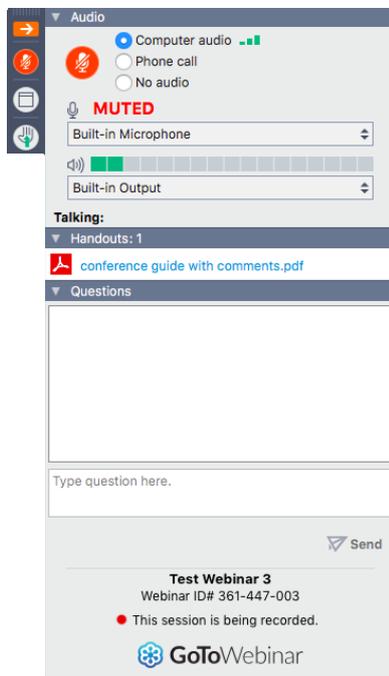
- To login, click the 'Join Webinar' button that was sent to you via email when you registered.



- You can open the Webinar in your browser by clicking 'join via web.' Alternatively, a pop up may appear to download the GoToWebinar software. Click 'Open GoToOpener' to launch the programme.



- Once you have joined the Webinar, the following dashboard should appear on your screen:



**If you cannot view the screen, please ensure that you do not have any other tabs open in front of it. You can expand any of the items on the dashboard by clicking on the arrow icon.**

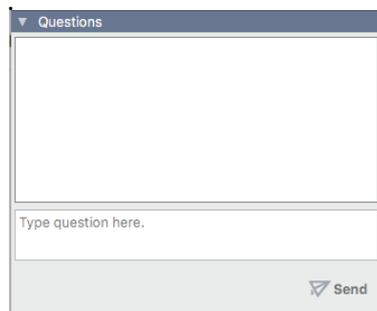
**Please note that GoToWebinar operates best on Google Chrome.**

## Questions

As an attendee, you will remain muted throughout the Webinar. You can communicate with the organisers of the meeting by posting in the **'Question'** box or **'raising your hand'** to ask a question. Before the meeting is due to start, the organisers will share which method of communication they would prefer you to use.

### 1) Question box

- If you wish to ask a question during the presentation, please post it in the 'Question' box on the dashboard. If there are multiple speakers, please indicate which speaker the question is intended for, so that the session organiser can allocate it to the relevant panellist.



The image shows a screenshot of a 'Questions' box. At the top, there is a title bar with a dropdown arrow and the word 'Questions'. Below this is a large, empty rectangular area for text. At the bottom of this area is a smaller text input field with the placeholder text 'Type question here.'. To the right of this input field is a 'Send' button with a paper plane icon.

### 2) Raise your hand

- You can request to speak directly to a Panellist by clicking on the icon of the hand  and waiting for the session organiser to unmute your microphone.

## Handouts

- If the organiser has posted a document to share, you can download it in the 'Handout' section.

## Logout

- To exit the Webinar, simply close the programme.

## Contacts

If you have any queries, please do not hesitate to contact a member of the Conferences Team at [conferences@iop.org](mailto:conferences@iop.org)