Instructions to attend the Public Webinar on Infrastructure for NICHD Multi-site Clinical Trials

Friday, November 1, 2019 from 2-3:00 PM EDT

Important Reminders:

***Registration is required in advance** to attend this event. Using your computer, use the link below to access the registration site. This is the same link that will be used to access the event when it begins.

*Please use the Q&A Panel on the right-hand side of your screen to ask your questions.

*You do **NOT** need to turn on your webcams for this event.

*Please mute your phones and computer microphones.

*This meeting will be recorded.

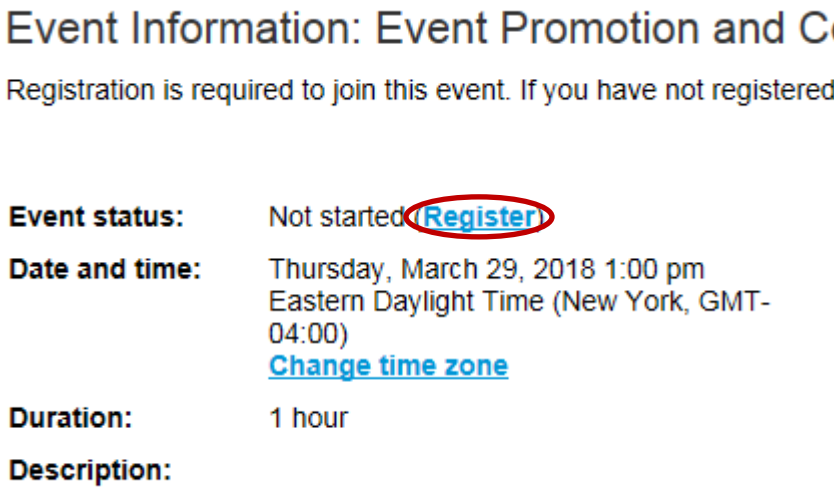
*If you have never attended a Cisco WebEx meeting on your computer, please log on a few min. early in order to install the add-in or run a temporary application (see instructions below).

*Please do not place your call on hold to prevent participants from hearing hold music.

To register for this WebEx online event:

1. **C**lick on the following link: **https://nih.webex.com/nih/onstage/g.php?MTID=e53ac0cd82106e2f15afe9934d931651d**

2. Click on "Register," in blue and then fill out registration fields.

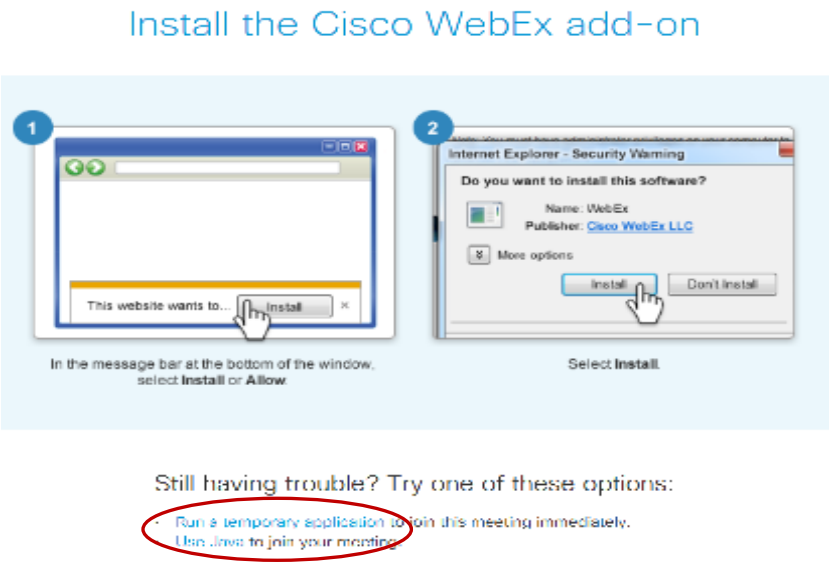


To access the WebEx Online Event (and slides) on November 1, 2019 using your computer:

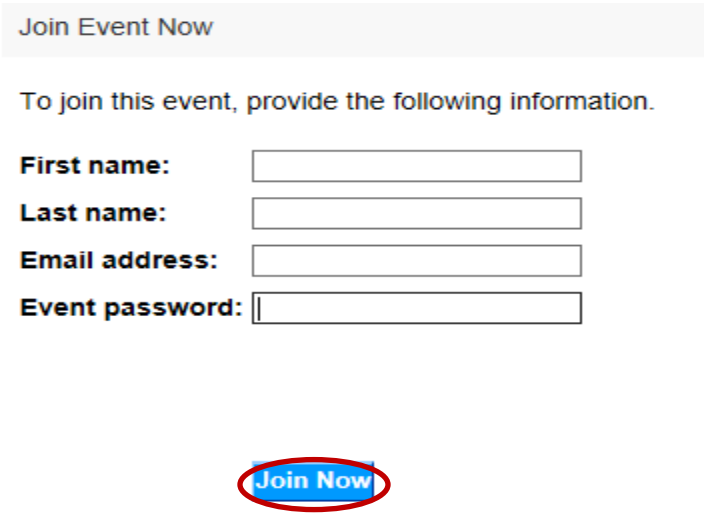
1. Click on the following link:

https://nih.webex.com/nih/onstage/g.php?MTID=e53ac0cd82106e2f15afe9934d931651d

Note: **If you are prompted to install the "WebEx Add-In or Extension," please do so by choosing "install." If this link does not open properly on your computer, copy and paste the link into an Internet browser. You may also run a* ***temporary application*** *or open with Java for one-time WebEx use (circled in red, in screenshot below). Please select "**run**," at the bottom of your screen after running the temporary application to launch WebEx.*



2. On the WebEx meeting login page, enter your name, email address you registered with, and the Event Password: **NICHD** (case sensitive) and then click on, "join now."

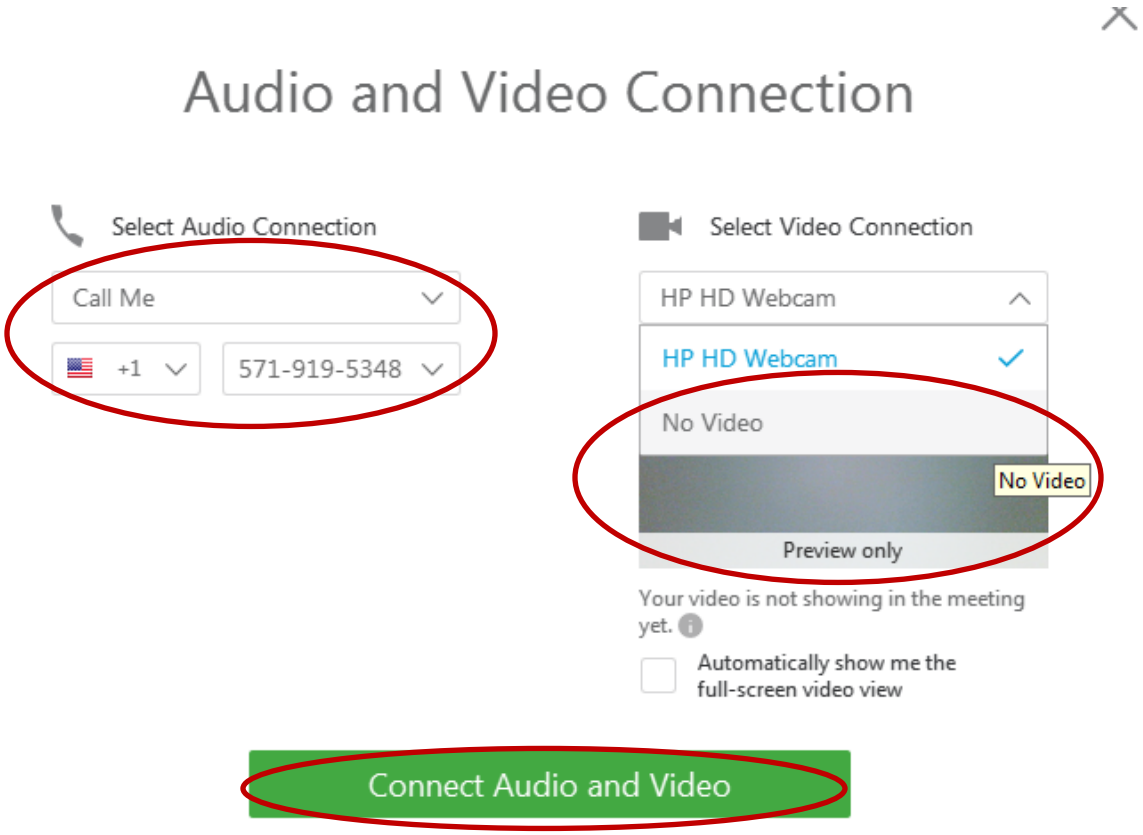


3. You can have the meeting call your phone directly to listen to the audio by entering your phone number. You can also use the dropdown menu to dial directly into the meeting (see screenshot below).

   Note: You may also choose to use your computer to participate, however, please make sure you mute your microphone when not speaking.

4. **No webcams are necessary**, so please select, “No Video,” from the drop-down menu.

5. Click the green button on the bottom, “Connect Audio and Video.”



To access the WebEx Online Event (and slides) using your iphone or Android phone:

1) Download the *Cisco WebEx* app
2) Go to your phone's settings and make sure that data is enabled if you aren't connected to WIFI (data charges may apply)
3) Enter Event Number: **624 404 011** and click, "join," on the upper right hand side of screen.
4) Enter the email you provided during registration
5) Enter password: **NICHD** (case sensitive)
6) Dial into the teleconference number (below)

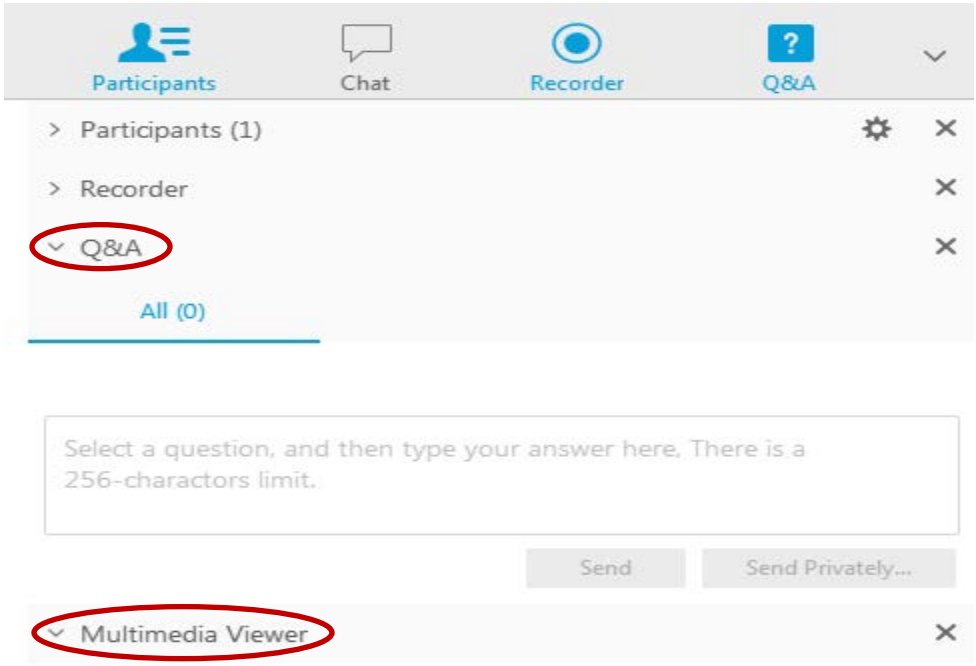
PLEASE READ: *If you join via phone app, and you need to leave the meeting, closing the app will not stop the camera stream. You must* ***stop your camera sharing*** *or leave the meeting. Also, please make sure that you are connected to wifi or have your data streaming on, as this is what you will need to use to join the meeting. Additionally, this app uses a lot of battery life. Data rates may apply if you are not connected to wifi.*

To join using your phone to listen only (*NOT TOLL FREE*):

1-650-479-3208, Access Code: **624 404 011** and then hit **#** for attendee ID

Navigating the meeting:

To ask questions, please use the Q&A Panel on the right-hand side of your screen. You may need to select the small drop-down arrow (circled in red) to expand the view). Closed-captioning will appear in the, "Multimedia Viewer," panel.



If you have any questions or problems accessing the teleconference or online meeting room, please contact Liza Ramos Cook and/or Elizabeth Cushman via text message or email for assistance. If you call and there is no answer, it may be because the meeting is in session. Text and email is best.

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