

MASTS Webinars

What is a webinar?

Web seminars (“Webinars”) are online seminars or presentations used to synchronously engage remote audiences with any content that you can present from a computer desktop. Talks can be anything from 15 minute updates about a particular research area, to longer more formalised presentations.

MASTS uses the GoToWebinar system. With GoToWebinar, you can easily set up, deliver and monitor large webinars and online events from anywhere at any time with up to 1,000 participants. You can hold a webinar from any computer with Internet access.

Using Web conferencing is simple, like logging into a website. Attendees participate aurally with audio conferencing, using their telephones, or computers with headsets. We can also offer video to enhance the visual connection between speakers and listeners.

The chat feature allows organisers to send private messages to panellists or broadcast messages to all attendees. The question and answer feature allows attendees to send text questions to organisers and panellists, who can respond with answers privately or to the entire audience. Attendees also have the option of ‘raising’ a virtual hand to indicate that they have a question or comment. This then permits the organiser to unmute their microphone allowing the attendee to interact directly with the panellist.

How do I join a webinar?

Joining a webinar is easy. When you receive a webinar email invitation, click the registration link and register for the webinar. You can then join the webinar at the scheduled time one of three ways:

1. Click the link in your confirmation or reminder emails, which will be automatically sent to you after registering and leading up to the webinar.
2. Go to www.joinwebinar.com. Type or paste in the webinar ID provided by the organiser in the webinar invitation email, enter your email address, click Yes or Always (or Trust on a Mac) if prompted to accept the download and, if required, enter the webinar password provided.
3. Click the Join a Webinar button from www.gotowebinar.com. Type or paste in the webinar ID provided by the organiser in the webinar invitation email, enter your email address, click Yes or Always (or Trust on a Mac) if prompted to accept the download and, if required, enter the webinar password provided by the organiser.

You do not need a GoToWebinar account to attend a GoToWebinar session. You attend as a guest of the webinar organiser.

What are the system requirements for attending a webinar?

Participants wishing to connect to audio using VoIP will need a fast Internet connection, a microphone and speakers (a USB headset is recommended).

Hard wired internet connection is preferable to WIFI.

On a PC:

- Internet Explorer 7.0 or newer, Mozilla Firefox 4.0 or newer or Google Chrome 5.0 or newer (JavaScript enabled)
- Windows 8, 7, Vista, XP or 2003 Server
- Dual-core 2.4GHz CPU or faster with 2GB of RAM (recommended)

On a Mac:

- Safari 3.0 or newer, Firefox 4.0 or newer or Google Chrome 5.0 or newer (JavaScript enabled)
- Mac OS X 10.6 – Snow Leopard or newer
- Intel processor (1GB of RAM or better recommended)

On an iPad, iPhone or Android device:

- Free GoToMeeting app from the App Store or Google Play
- WiFi connection recommended to use VoIP

Links to recommended kit to purchase (if required)

http://www.amazon.co.uk/dp/B006A2Q81M/ref=pe_208621_34166851_pe_vfe_dt1

<http://www.amazon.com/CAD-U7-Desktop-Condenser-Recording/dp/B001AIQGTK>

http://www.amazon.com/Logitech-S150-Speakers-Digital-Sound/dp/B000ZH98LU/ref=sr_1_cc_1?s=aps&ie=UTF8&qid=1379505737&sr=1-1-catcorr&keywords=logitech+usb+speakers

You Tube video demos

There are numerous how to videos on You Tube relating to webinars – e.g.

<http://www.youtube.com/watch?v=fC6-Occ1W5w&list=PLA72D0CFAB048AA1D>

I want to hold a webinar – what do I do now?

If you would like to hold a webinar, please send the following information to masts@st-andrews.ac.uk:

- Preferred date and time to hold the webinar
- Name of presenter/speaker
- Title of webinar
- Short abstract describing the webinar, who would be interested in the talk, what the talk will cover etc.

Once we have this information we will issue a webinar invitation to the MASTS community. In advance of the event, we will organise a practice event if you haven't used the system before.