

Guidelines for UW LEND Distance Learners

We are pleased to have you join our UW LEND seminars, your participation is valuable. The following are guidelines to support your participation in UW LEND seminars from your off-campus location.

BEFORE THE SEMINAR

- Go to the UW LEND webpage and click on Seminars. From the seminar page click on the Adobe Connect icon OR go directly to <http://uofw.adobeconnect.com/uwlend>
- Type in your name and enter the seminar as a guest
- You are now connected to Adobe Connect. You will be able to listen to the speaker and follow along with the PowerPoint presentation.

DURING THE SEMINAR

- nan Saunders is the moderator on the computer
- If you experience technical difficulties or have questions about your Adobe Connection, type a message in the chat box or email nan at charbert@uw.edu
- If you have a question/comment for the speaker, type your question in the chat box. The moderator will present your question to the speaker.

BACK-UP PLAN

If you experience a problem in technology and cannot receive the presentation through Adobe Connect, there is a back-up option.

- Use your phone to call in to the seminar on the UW LEND conference line
1-800-379-6841
enter code: 240957#
Mute your phone, and turn your computer speakers off.
- Go to the UW LEND webpage and click on Seminars
Go to the date of the presentation, and if available open the PowerPoint slides for the presentation.
- Now you are listening to the presenter through your phone. You may view the slides simultaneously on your computer; you will be responsible for advancing the slides. In the event that the slides are not posted on the website, you will only be able to hear the audio presentation.
- If you want to ask a question or make a comment, un-mute your phone and speak your question. The speaker and audience will hear your voice.