



CENTRE for EFFECTIVE  
DISPUTE RESOLUTION

## Guide to GoToWebinar

Participants



**Better conflicts,  
Better outcomes,  
Better world**

## Participant registration instructions

To access the GoToWebinar session, please follow these instructions:

- Click the link to join the webinar at the specified time and date
- Choose either *Computer* or *telephone* as your audio option
- Wait for *the GoToOpener* software to download (it should do so automatically- alternatively you can download it [here](#) in advance).
- Wait for the host to begin the session.

# Best Practice guidelines

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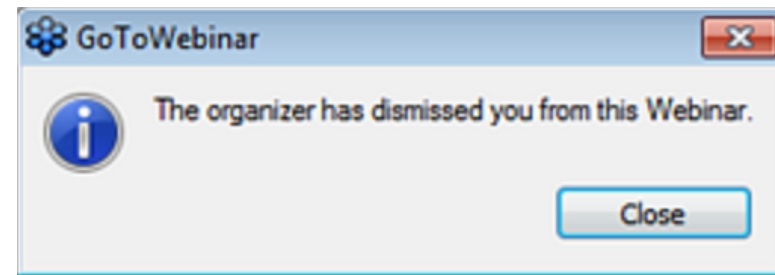


## Bandwidth

To ensure the webinar runs smoothly it is highly recommended you turn all other devices in the household to 'Airplane mode'. This advice is for both Organisers, Panel members and participants. This will ensure that all the internet bandwidth in the property will be channeled to the webinar, minimizing stalling and low-resolution video.

## Activity during the webinar

All comments in the chat and question sections of the control panel will be monitored throughout the session by the organiser or another staff member. If content posted is deemed unsuitable you may be asked to leave the webinar at the organiser/staff member's discretion.



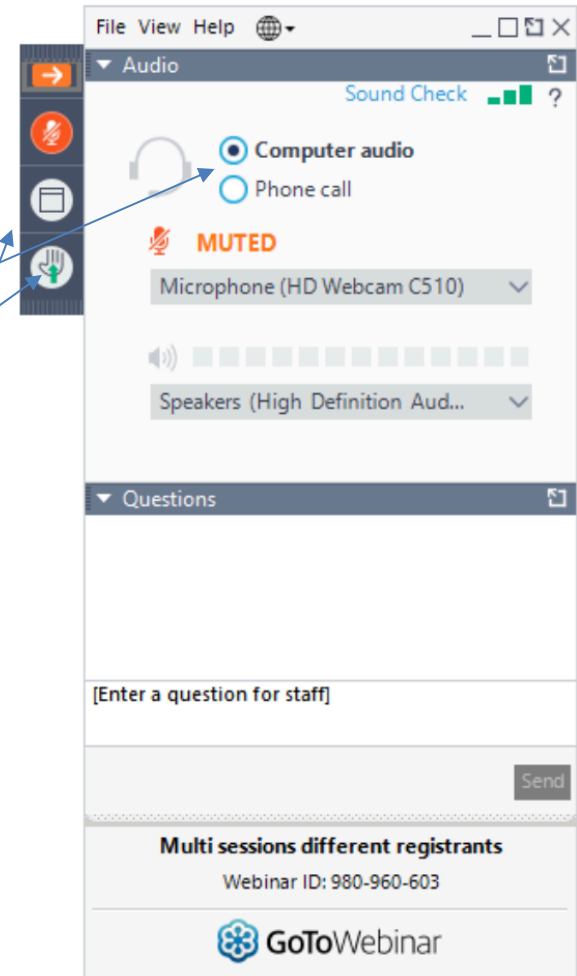
# Control Panel



Once the GoTo Opener application has opened automatically (*this is the program you need to download – see link on page 2*) the GoToWebinar Control Panel will now open on the right of your screen – see screenshot on the right.

## Control Panel Functions

- Choose your audio source
- Change the GoToWebinar application window size
- Raise your hand to ask a question – once this request has been acknowledged, your mic may be unmuted (see the status of the orange mic icon at top of control panel).





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# Thank you



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