

# IEA Bioenergy International Webinar Series

## Participation Instructions

*Thank you for your interest in our international webinar lectures! The following is a step-by-step guide to get you set up. Participation requires only a computer or a phone (preferably with a speaker).*

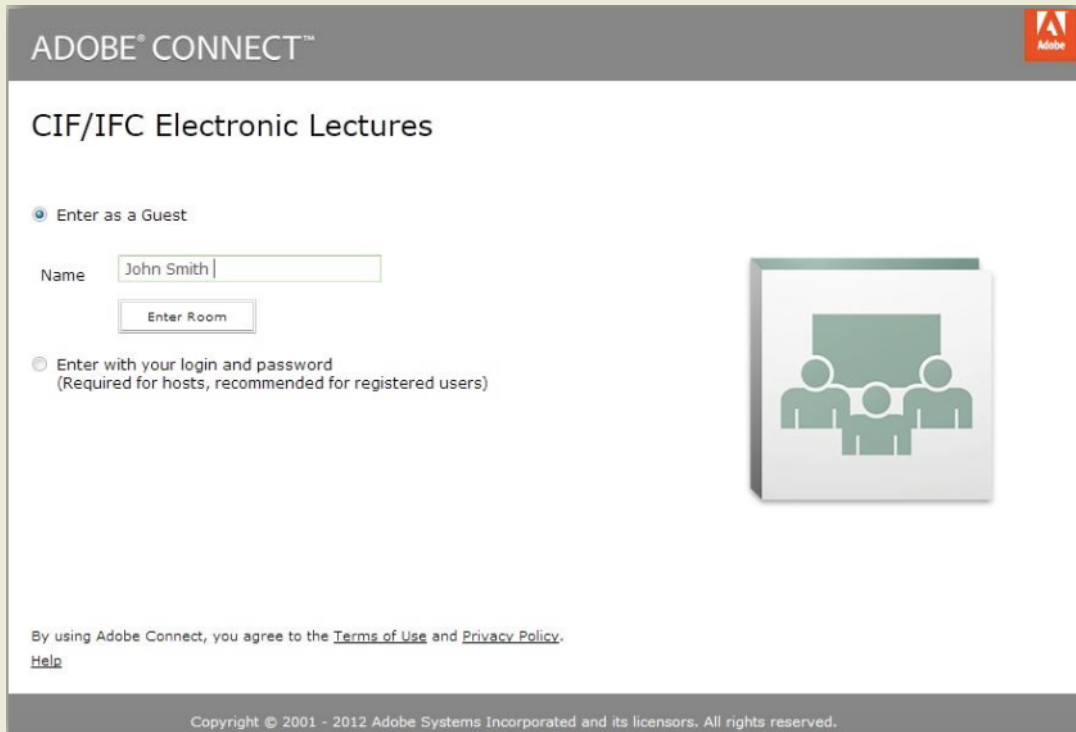
### How to Participate:

10 to 15 minutes prior to the start of the lecture:

Option 1:

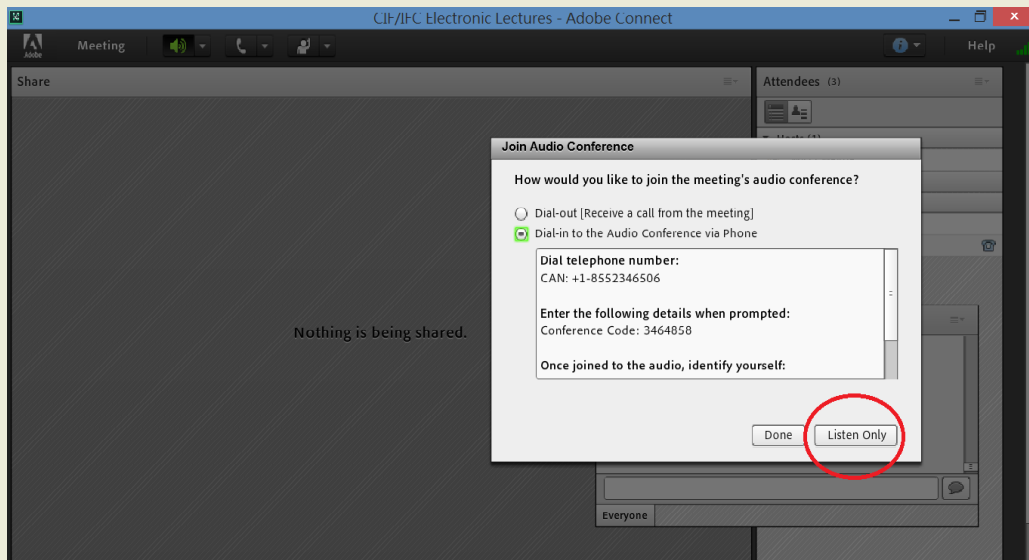
Web-only login: connecting through the Internet (**recommended**)

- Go to URL <http://cif-ifc.adobeconnect.com/electures/>
- >Select “Enter as a GUEST”, type your full name and then click “Enter Room”

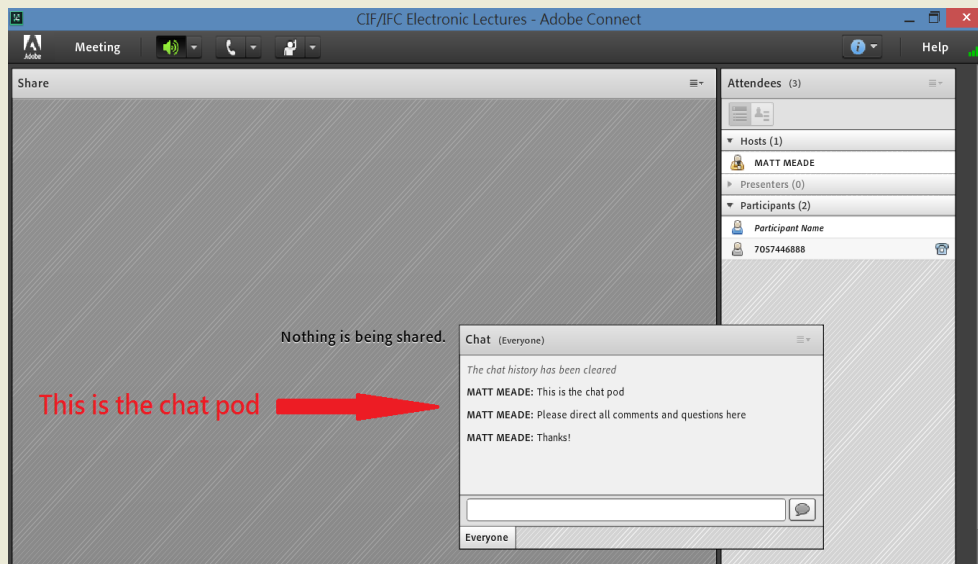


The screenshot shows the Adobe Connect login interface. At the top, it says "ADOBE CONNECT" with the Adobe logo. Below that, the title "CIF/IFC Electronic Lectures" is displayed. There are two radio button options: "Enter as a Guest" (which is selected) and "Enter with your login and password (Required for hosts, recommended for registered users)". Under the "Enter as a Guest" option, there is a text input field containing "John Smith" and an "Enter Room" button. To the right of the input field is a large icon representing a group of people in a meeting. At the bottom of the page, there is a footer with the text "By using Adobe Connect, you agree to the [Terms of Use](#) and [Privacy Policy](#)." and a "Help" link. The copyright notice at the very bottom reads "Copyright © 2001 - 2012 Adobe Systems Incorporated and its licensors. All rights reserved."

- New versions of the Adobe Connect webinar software may prompt for download of additional add-in. Follow the instructions on screen to install.
- **Click the “listen in” button that appears to the bottom right of the message box**



- This option works best with a stable Internet connection
- Ensure that your computer speakers and sound are enabled in order to tune-in to the e-lecture
- The discussion and Q & A session will be held at the end of the lecture, please direct any questions or comments using the chat pod on the screen. The moderator will bring up your questions to the presenters



Option 2:

Phone + web login: (preferred option if you have a poor Internet connection)

- Dial: international toll free number for your country
- **Enter access code 3464858#**
- Attached is a list with International toll free numbers and toll numbers with your country's corresponding dial-in information\*

\*These numbers are subject to change

- Continue to follow *Web-only login* steps above

**During the Lecture (if you are listening over the phone):**

- Please mute your own phone to eliminate background noise by pressing \*6
- Sit back and enjoy!
- At the end of the lecture, the telephone lines will be open for questions and comments. Please wait for the moderator to ask for questions. If you have a question, make sure your line is un-muted (press \*6 again to un-mute).

**Technical difficulties?**

In the unfortunate event of any technical difficulties during a lecture, we ask that you email [lectures@cif-ifc.org](mailto:lectures@cif-ifc.org) for help. We apologize in advance if technical issues prevent you from participating.