



SID Webcast & Webinar Recording

Via GoToWebinar

Webinar Program Overview

- a. One 'power user' in the chapter gets familiar with GoToMeeting/GoToWebinar (quite easy to use), and sends out invites for the meeting ahead of time
- b. To tune into the webcast, only need a small piece of self-installing software like a browser plug-in—the link in the email invite causes the software to auto install and play the meeting once it starts
- c. When meeting begins, power user ensures that hosting computer is set to record (GoToWebinar *Start Recording* button)
- d. During the meeting, users see the PowerPoint slides, hear the speaker, and see the speaker via the laptop webcam
- e. Speaker can control if/when users can talk/ask questions, and also questions can come in via text message via GoToWebinar software
- f. When meeting is over, power user uploads the media file and authorized copyright form, in SID fileserver. Use this upload link in any browser:
<https://sidfiles.egnyte.com/ul/0AGCMX9Y7H>
- g. Please email HQ (office@sid.org) when upload is complete, they put the file in the sid.org members' area for latter viewing by SID members.

Schedule the meeting, pg. 1

- Logon www.gotowebinar.com as user office@sid.org with password B8c0m1475
- 1. Click on My Webinars (use **My Webinars link** not **My Meetings link**, since the attendee limit is 100)
- 2. Only schedule a webinar for an empty time slot (My Webinars lists any scheduled webinars as shown on the right; any scheduled webinar will also be listed on the top right of the SID website)
 1. If a webinar is already scheduled, don't schedule one for the same time, or people will be ejected from the first webinar
 2. Please allow 30 minutes after previous webinar ends before starting another
 3. Program webinar for 1.5-2 hours instead of one so you have extra margin of time, so webinar won't turn off mid-speech when time limit is reached
 4. In the example on the right, I'd need to wait until 8:30 PM PST before starting a new webinar on 11/5/12, or have a second webinar end by 6:30 PM
- 3. **Add Co-Organizer Name** – important for any communication by the audience, otherwise they see office@sid.org (Prachi Sehgal) as the organizer.

GoToWebinar®

- Log Out
- My Account
- My Meetings
 - Support & FAQs
- My Webinars**
 - Schedule a Webinar**
 - Webinar History
 - Generate Reports

Great news! Get the most out of your new Super account to take advantage of this experience.

View your upcoming Webinars below to manage your Webinars. You may also start a Webinar from within a Meeting.

My Webinars

Sort By:

Carbon Nanotube effect on Film Transmitta
Registration: [Edit](#)
Change Session Settings:

Start Date/Time
+ Mon, Nov 5, 2012 7:00 PM - 8:00 PM PST

[Schedule Another](#) | [Schedule Similar Webinar](#)

Schedule the meeting, pg. 2

1. Leave both VoIP audio and phone options checked as shown on the right
2. Requiring a meeting password is not recommended (but if used, you must state in email info that “Access Code=Password” or people will get confused)
3. Enter webinar details on subsequent screens, get the invitation, and email out the invitation to prospective attendees
 1. *Be sure the speaker’s company has approved them to speak before sending out the invite: it looks bad when you have to cancel a webinar*
 2. *Get Speaker to sign **Copyright form**, available to download by SID member at: <http://sid.org/Publications/Webinars.aspx>*

• Support & FAQs
• GoToWebinar News

Integrated Toll-Free New!
Offer integrated toll-free audio to your attendees.
[Sign Up Now!](#)

Webinar Name:
What You Missed In Boston

Description: ?
metal oxides such as IGZO. The newer technology offers electron mobility betw solutions, with the advantage that it may scale better than p-Si for very large scr challenges remain. Come hear about other advances, ranging from touch-screen thin-substrate glass that can support roll-to-roll continuous processing. SID Disp filled with energy and information, and so will be this seminar. Don't miss it!

Date & Time

Start Date: Wed, Jul 18, 2012

Start Time: 5:00 PM

End Time: 7:00 PM

Time Zone: ?
(GMT-08:00) Pacific Time (US and Canada): Tiiuana

Recurs:
Does not recur

Audio ?

Edit audio conference options:

Use built-in audio conferencing
Provide the following options to my Webinar participants:

VoIP - Requires microphone and speakers

Long distance number for: United States [Edit](#)

Toll-free number [View toll-free plans](#)

Use my own conference call service

Send invites

- My Webinars
- Schedule a Webinar
- Webinar History
- Generate Reports
- Settings
- Support & FAQs
- ToWebinar News


account to take advantage of this experience today.

View your upcoming Webinars below to manage Webinar settings, begin Webinar. You may also start a Webinar from within a practice session.

My Webinars

Sort By:

Touchless Gestures Go Mainstream - Francis MacDougall, Qualcomm
Registration: [Edit](#)
Change Session Settings: [View](#)

Start Date/Time	Registr
 Wed, Nov 14, 2012 5:50 PM - 7:30 PM PST	

Edit: [Date/Time](#)
Registration Web Link: <https://www4.gotomeeting.com/register/141249895>

1. Click on the orange + button to open the webinar details
2. Copy the “Registration Web Link;” **this is the link users must use to register;** it must be sent to users (If you send other links, there will be problems)

Run a practice session

GoToWebinar Web Events and Online Meetings Made I

Log Out
My Account
My Meetings
Support & FAQs
My Webinars
Schedule a Webinar
Webinar History
Generate Reports
Settings
Support & FAQs
GoToWebinar News

My Webinars

Great news! GoToWebinar now supports recording from Mac computers! Please [update your account](#) to take advantage of this experience today.

View your upcoming Webinars below to manage Webinar settings, begin practice sessions or start a Webinar. You may also start a Webinar from within a practice session.

My Webinars

Sort By: Most Recently Scheduled

What You Missed In Boston [Edit](#)
Registration: [Edit](#) [Email me the invite](#)
Change Session Settings: [View](#) [Add to Outlook caler](#)

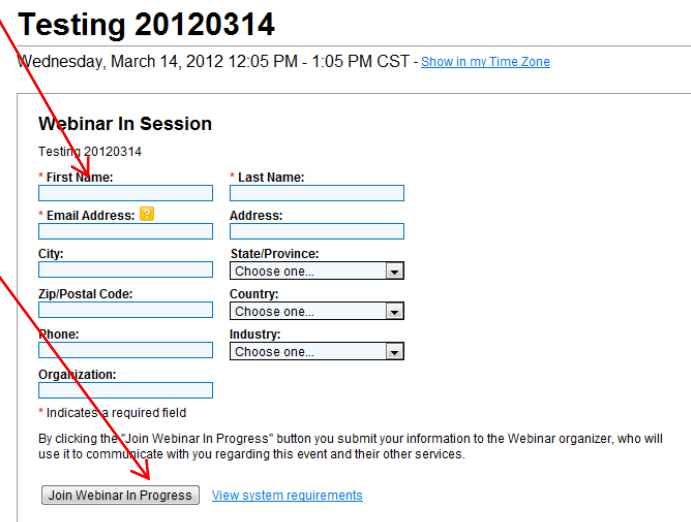
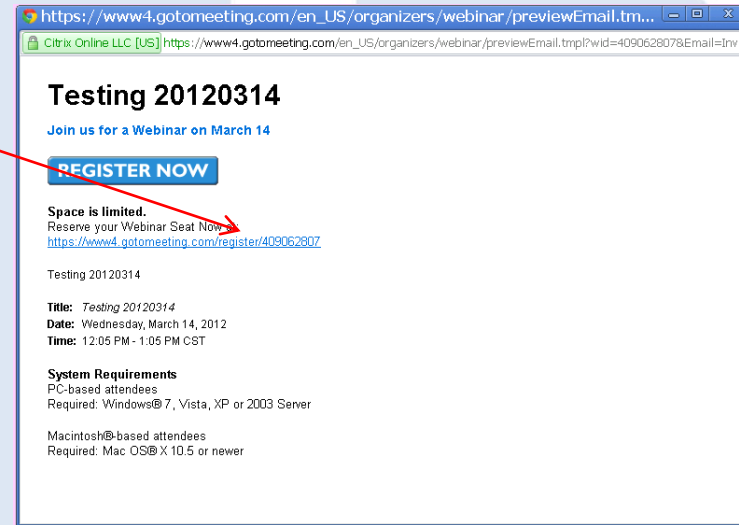
Start Date/Time	Registrants	
Wed, Jul 18, 2012 5:00 PM - 7:00 PM PDT	0	Practice Start

[Schedule Another](#) | [Schedule Similar Webinar](#) [Cancel This Session](#)

1. Be sure to run a practice webinar to test the audio and video
2. Testing should take place at the location you'll do the webinar, to ensure the bandwidth is sufficient
3. Contact SID HQ or GoToWebinar technical support if you experience any trouble. [GoToWebinar Recording Basics - Video Tutorial \(4:25\)](#)

Login to the Webinar

1. You need to click the link provided in the invitation email.
2. Fill in your First Name, Last Name and Email Address.
3. Click “Join Webinar in Progress” if it’s running
4. The webinar software will be installed automatically.



Webinar Invitation

1. People who register for the webinar in advance will get an email with a link to join
2. The full URL link is also displayed
3. Do not send this link out to multiple people; they need to register separately, or some will get booted out of the webinar as others join using the same link

Touchless Gestures Go Mainstream - MacDougall, Qualcomm

JOIN WEBINAR

Join us on Wednesday, Nov 14, 2012 5:50 PM - 7:30 PM PST

Dear Geoff,

Thank you for registering for:

Touchless Gestures Go Mainstream - Francis MacDougall, Qualcomm
Wednesday, Nov 14, 2012 5:50 PM - 7:30 PM PST

1. Click here to join:

<https://www4.gotomeeting.com/join/141249895/106603249>

This link **should not be shared** with others; it is unique to you.

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A head

Or, you may select Use Telephone after joining the Webinar.

Toll: +1 (702) 490-0000

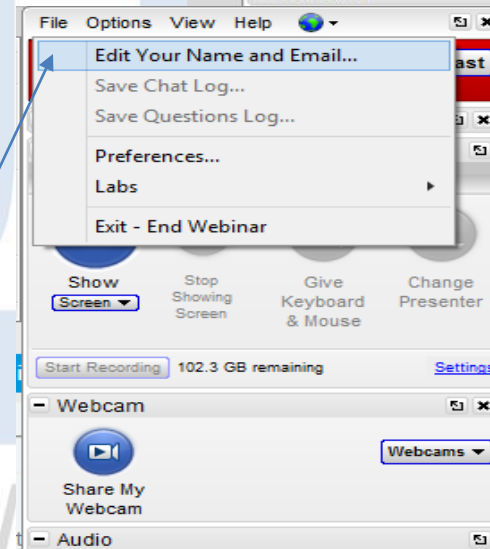
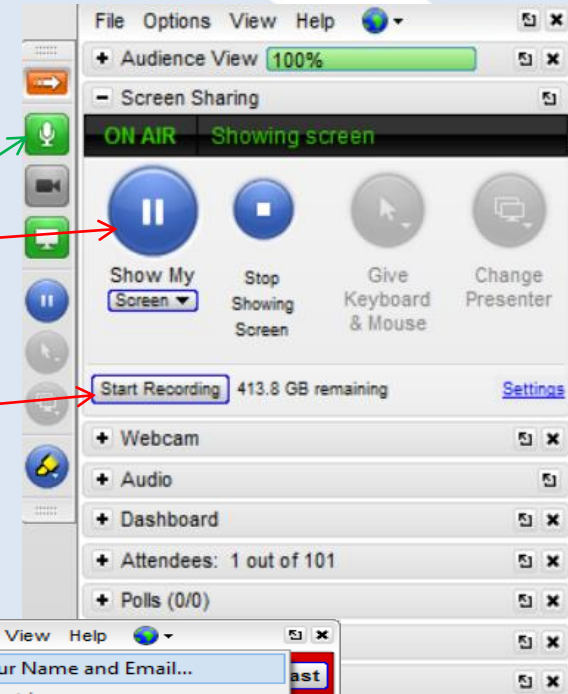
Start Presentation

1. Start the webinar just before introducing speaker (after other announcements, once everybody's sitting down)
2. The interface shown on the right shows up.
3. Press the *Show My Screen* button to start screen sharing, and be sure the *mic* button is green so people can hear you
4. Press *Start Recording* button to start recording *

* Please ensure Speaker has signed the Copyright form and email it to HQ (office@sid.org).

(If recording option is not visible as shown here, click on View, and click on recording to make that menu item show up)

5. **Set Speaker/Organizer name** in your personal computer, otherwise office@sid.org (Prachi Sehgal) is shown as speaking when organizer talks during webinar. Two ways to do this:
 - A. After webinar is started, go to Control Panel, edit NAME & EMAIL from Prachi Sehgal (office@sid.org) under File drop down menu. Uncheck Remember my Name, so next time another speaker/chapter organizer can edit. SAVE.
 - B. OR, before starting webinar, go to your computer's System Tray (where it shows icons for WIFI, Clock etc , usually in bottom right of your screen in Windows) , look for **GoTo Meeting icon (yellow flower)** , right click then select **Preferences > General** . Here, under **Session Identity**, enter Speaker name & email and check Remember my Name.



During Presentation

1. Attendee list Button

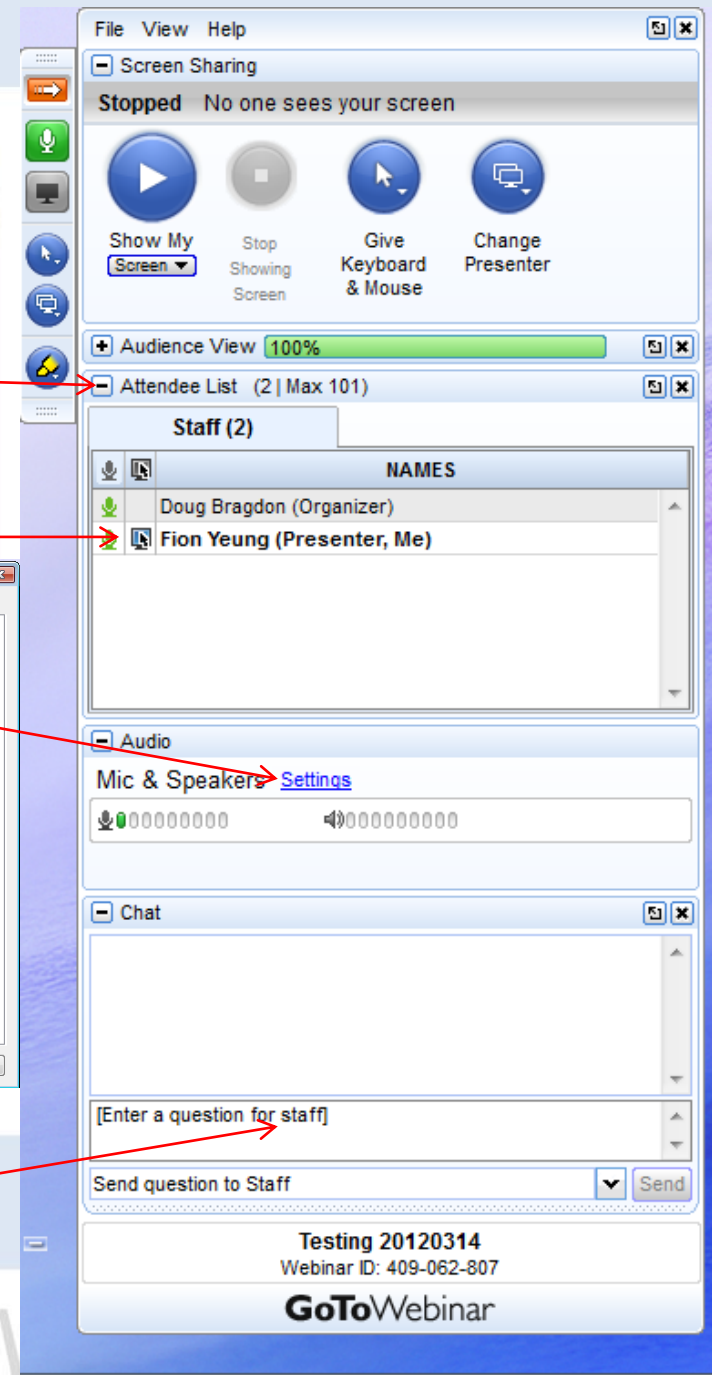
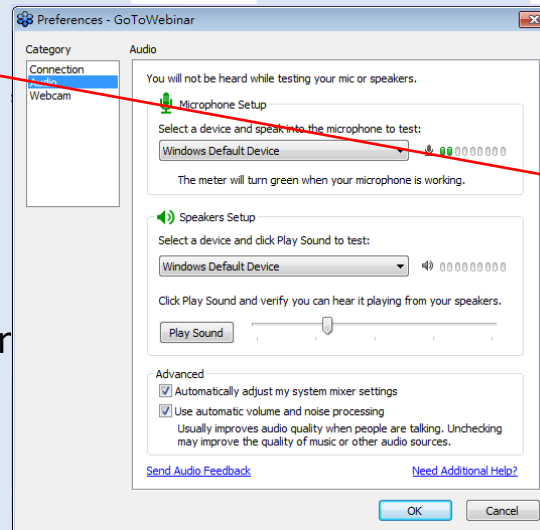
- Show the attendee list
- Control their use of microphone

2. Audio Settings:

- Set up your microphone and speaker
- Have speaker repeat any audience question so webinar attendees can hear

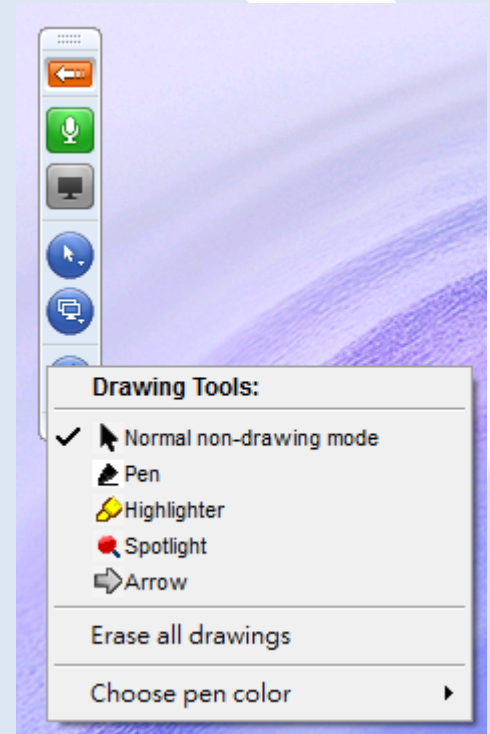
3. Q&A:

- Speakers should repeat questions from audience and chat room so everyone knows what the question was, before they answer



During Presentation

1. Hide control panel
2. Green microphone Button:
 - Toggle your mic on and off.
3. Video Camera Button:
 - Toggle your video camera on and off.
4. Give Keyboard & Mouse Button:
 - Toggle your mic on and off.
5. Change Presenter Button:
 - Toggle your video camera on and off.
6. Drawing Tools:
 - Select suitable drawing tools during your presentation.



Webinar File to Sid Members' Area



1.The webinar recorded file will by default be put in your “My Documents” folder.

2.When meeting is over, power user uploads the file:

Host: [ftp.sid.org](ftp://ftp.sid.org)

Username: SIDWebinar

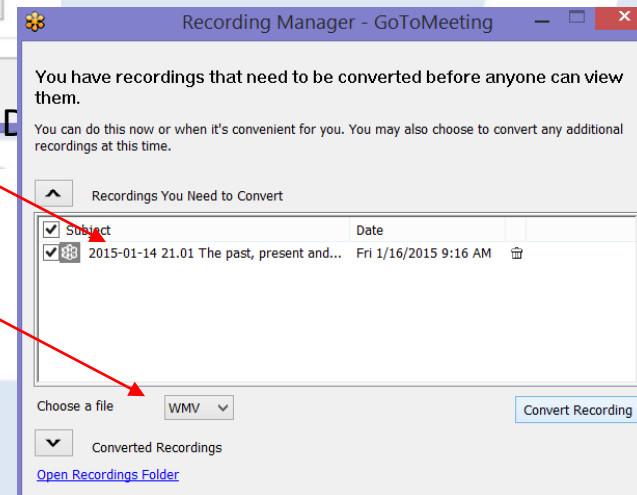
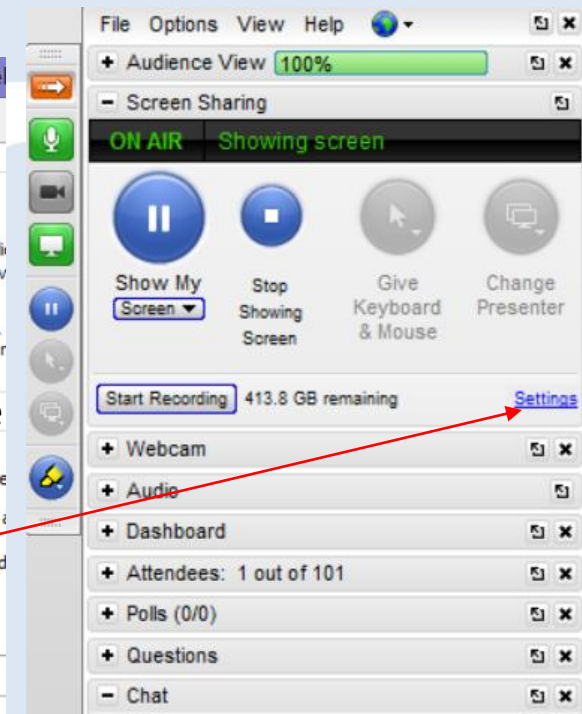
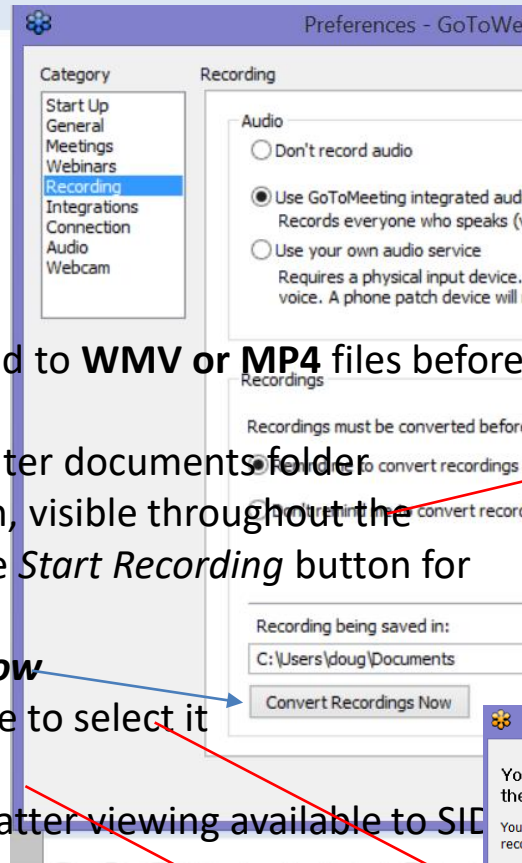
Password: S!D114ca08

3.Once the file has been successfully uploaded, notify office@sid.org so HQ can transfer it to the members' area and to promote file availability on the home page

4.Please include a signed Speaker Copyright form

Post-webinar Recording file

1. GoToWebinar files must be converted to **WMV or MP4** files before publication
2. The file should be in the host computer documents folder
3. In the main webinar interface screen, visible throughout the webinar, click on *Settings* next to the *Start Recording* button for file conversion
4. Then click on **Convert Recordings Now**
5. Click on the box next to the file name to select it
6. Select **WMV or MP4** file type output
7. **Upload** the webinar file via FTP for latter viewing available to SID members at:
Host: [ftp.sid.org](ftp://ftp.sid.org)
Username: SIDWebinar
Password: S!D114ca08
8. Email HQ (office@sid.org) when FTP complete.



Post-webinar data check

1. Log in to gotowebinar
2. Click on webinar history
3. Click on the webinar in question, or compile the results if listed on different lines

The screenshot shows the GoToWebinar user interface. The browser address bar displays "Citrix Online LLC [US] https://www4.gotomeeting.com/en_US/organizers/webinar/webinarHistory". The page title is "Webinar History" under the "GoToWebinar" logo. A left-hand navigation menu includes options like "Log Out", "My Account", "My Meetings", "Support & FAQs", "My Webinars", "Schedule a Webinar", "Webinar History" (highlighted), "Generate Reports", "Settings", "Support & FAQs", and "GoToWebinar News". The main content area, titled "Webinar History", contains the text "Displayed below is a history of your Webinars." Below this is a search bar with the placeholder "Enter Webinar title", a dropdown menu set to "Past 30 days", and a "Search" button. A "Sort By:" dropdown is set to "Most Recently Held". The main content area lists a webinar titled "What You Missed In Boston" with a "Change Settings:" dropdown set to "Select setting..." and a "View" link. Below this is a table with two columns: "Actual Date/Time" and "Attended Live". The table contains two rows of data:

Actual Date/Time	Attended Live
+ Wed, Jul 18, 2012 6:02 PM - 7:25 PM PDT	47
+ Wed, Jul 18, 2012 5:16 PM - 5:45 PM PDT	23

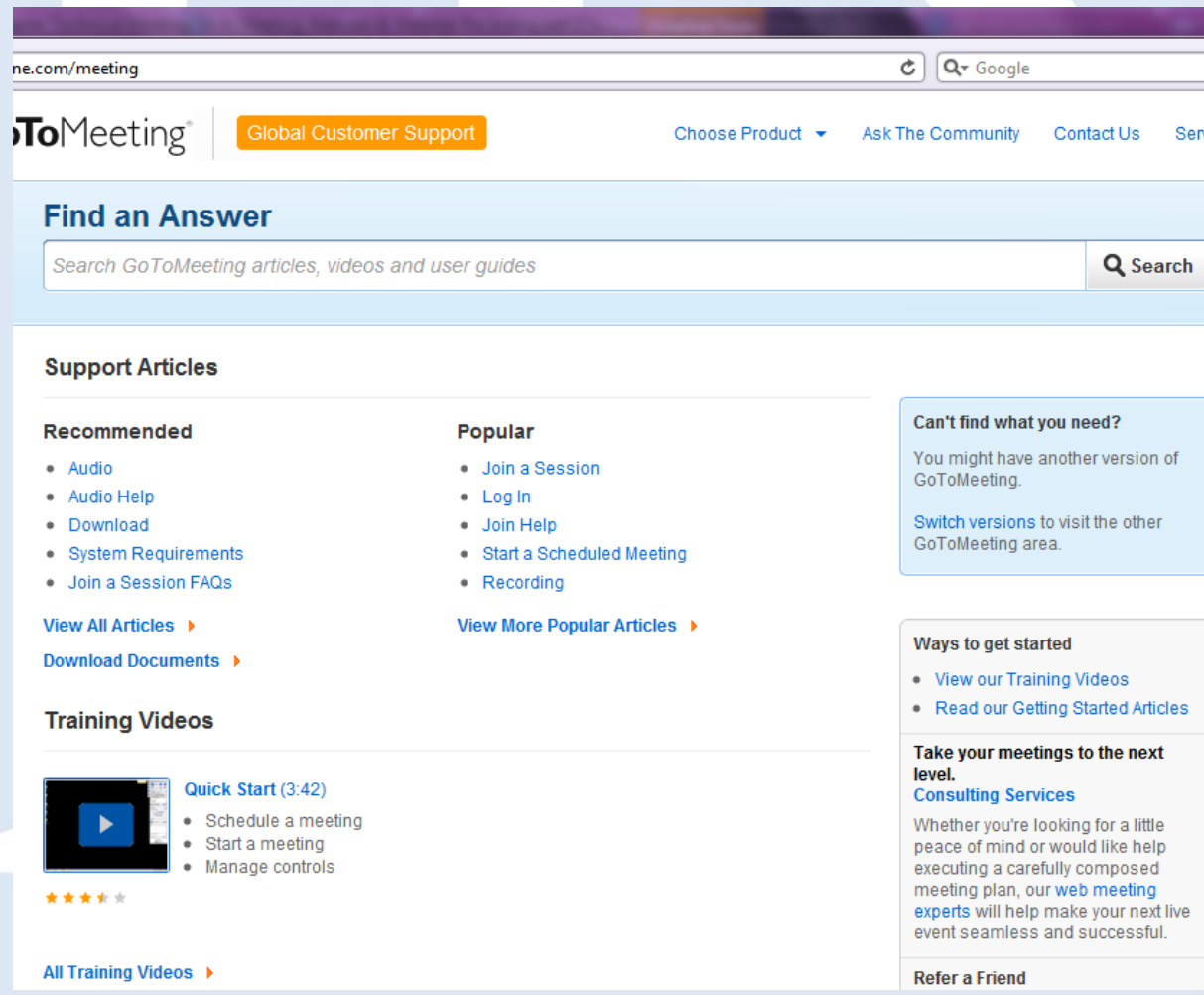
Troubleshooting

Past problems and solutions:

- ALWAYS DO A TEST RUN PRIOR TO THE ACTUAL WEBINAR TO DETECT AND FIX PROBLEMS
- No audio: Presenter needed to click on microphone icon; or no incoming mic (USB) jack on computer being used
- No screensharing: Presenter didn't click on screenshare
- Attendees late:
 - Sometimes it takes them 1-2 minutes for the software to download and install, and often they wait 5 minutes into the presentation before joining
 - Ensure you mention both California time and Shanghai &/or Tokyo time (They are one hour apart), so attendees aren't confused about the time zone. Do not use "CST" since it is China Standard Time as well as US Central Standard Time.
- Attendees can't login:
 - Use Gotowebinar instead of Gotomeeting to ensure over 26 people can attend
 - Make sure attendees know that "Access Code" means password to login to the webinar (or don't use a password)
 - If you send webinar login URL's instead of the registration URL, you'll have too many people trying to login to a given user's webinar URL, and users will get booted out or not be able to login. Refer to "send invites" page above.
- Too many people speaking at once: Turn off their audio inputs
- Audio echo: turn off attendee audio inputs, turn off speakers close to mic
- Audio low on Mac: find mic "gain level" setting on Mac and turn it up until loud enough (near max?)
- No recorded file: presenter forgot to start recording at beginning of meeting
- Insufficient bandwidth: Many public events might not always have stable bandwidth for VoiP and video—it's best to ask the hotel to guarantee 1.5 Megs/second download speed (even though this might be a supplemental fee). Test in the venue prior to the event to ensure reliability
- If bandwidth is insufficient, eliminate the videocam and mute all (speaker will not be muted)
- Further details: http://support.citrixonline.com/en_US/GoToWebinar/help_files/GTW070001?title=Record+a+Webinar%7D
- Problem with audio, or video recording? The best practice shared by HK chapter is: "I used a Logitech camera with build-in microphone to run the webinar. I turned my microphone on only during the introduction and Q&A session. When the speaker was talking, I usually muted all other microphones (including myself) except the speaker."

Training & Support

- The following URL has training and support resources:
- <http://support.citrixonline.com/meeting>



The screenshot displays the GoToMeeting support page. At the top, there is a navigation bar with the GoToMeeting logo, a 'Global Customer Support' button, and links for 'Choose Product', 'Ask The Community', 'Contact Us', and 'Send Feedback'. Below this is a search bar with the placeholder text 'Search GoToMeeting articles, videos and user guides' and a 'Search' button. The main content area is titled 'Support Articles' and is divided into two columns: 'Recommended' and 'Popular'. The 'Recommended' column lists links for 'Audio', 'Audio Help', 'Download', 'System Requirements', and 'Join a Session FAQs', with a 'View All Articles' and 'Download Documents' link below. The 'Popular' column lists links for 'Join a Session', 'Log In', 'Join Help', 'Start a Scheduled Meeting', and 'Recording', with a 'View More Popular Articles' link below. Below these columns is a 'Training Videos' section featuring a video thumbnail for 'Quick Start (3:42)' with a play button icon. The video description includes links for 'Schedule a meeting', 'Start a meeting', and 'Manage controls', and a five-star rating. At the bottom of the video section is a link for 'All Training Videos'. On the right side of the page, there are two additional sections: 'Can't find what you need?' which suggests checking for another version of GoToMeeting and provides a link to 'Switch versions'; and 'Ways to get started' which includes links for 'View our Training Videos' and 'Read our Getting Started Articles'. Below these is a section for 'Take your meetings to the next level. Consulting Services' which describes the benefits of consulting services, and a final link for 'Refer a Friend'.