

Are You Thinking About Attending a Webinar?

Short for Web-based seminar, a webinar is a presentation, lecture, workshop or seminar that is transmitted over the Web. A key feature of a Webinar is its interactive elements -- the ability to give, receive and discuss information. Information is **two-way** and allows interaction between the presenter and the participants.

Webinars offer exceptional convenience and are very cost-effective. No travel is required – and they are ideal for brown-bag lunch training. All participants can earn either 1 or 2 hours of CPE Credit for participating in the Webinar. (A 2-hour webinar = 2 CPE Credits)

Webinar participants will receive all course materials that the presenter uses by e-mail prior to the Webinar and will be able to view the instructor's PowerPoint slides during the seminar from their computer.

Our online Webinars are actual, live interactive learning experiences. Participants are able to ask the instructor questions and get answers in real time.

Who's Who in a Webinar?

- The **Webinar Moderator** kicks off the Webinar, conducts online polling questions and also gives 'housekeeping' information about the Webinar.
- **Webinar Presenters** deliver the informational content of the Webinar and are responsible for creation of all presentation materials (PPT Slides, handouts etc.)
- **Webinar Participants** register for Webinars and then receive informational emails with **Webinar Login** instructions and **Webinar Materials**. On the day of the Webinar, participants simply click on their emailed Login Link to attend the Webinar.

Homework or Prerequisites

If you will need to read or do anything prior to attending the Webinar presentation it will be communicated **via email** upon registration. Also, the marketing materials will contain this information.

Informational Emails

Upon registration it is vitally important that you watch your email box for important emails about your Webinar. Also check your SPAM and JUNK email boxes as sometimes emails will be delivered there.

After the Webinar – CPE Credit

Every live webinar presentation will include periodic online "polling questions" to assess continuous participation by those attending. Participants need to respond to all "polling questions" in the Webinar presentation in order to be awarded NASBA/NACVA qualified CPE.

After the Webinar, an Attestation Form will be sent to all participants who have responded to the polling questions. (Allow 24 hours). Download, complete and FAX/Email the CPE Attestation Form. Please keep a copy for your personal records.