

SOP FOR WEBCAST

KINDLY ENSURE THE BELOW BEFORE PARTICIPATING IN THE WEBINAR-

1. The laptop / Desktop is connected to a power source.
2. Internet Explorer's latest version installed in the computer
3. In case you are using Google Chrome, open the webcast link and install **Silverlight** software to be able to listen to the webcast
4. Keep the Volume of the laptop full.
5. If the webcast's audio cannot be heard very well, connect a headphone and continue listening
6. In case of buffering press **F5** and wait for 3 seconds.

PLEASE FOLLOW THE BELOW PROCEDURE TO PARTICIPATE IN THE AUDIO WEBINAR

1. Click on the provided Link, it will take you to a registration page. Fill in the details and press **Submit**
2. The registration page will take you to another page - Click on **Click here to view the webcast**, it will take you to our main Webcast Interface where you can hear the audio of the speaker and go through his PowerPoint Presentation.
3. Q&A –
To send your Questions across to the Speaker, Click on Q&A button, type your questions, fill in the rest of the details and click on **Submit** to send the questions.
4. ONLINE POLLING –
To participate in the Live Polling questions, they will pop-up in the interactive area (below the video area on the left hand side). Click on one of the options and scroll down. Click on **Submit** to send your opinion