TEACHING FOR SUCCESS ONLINE CONFERENCE
PARTICIPANT'S GUIDE

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The instructions available below will help you successfully join the online conference. In order to join the conference, all you need is a computer which has access to the Internet.

Registration and conference information

You can sign up for the conference at Eventbrite:

http://teachingforsuccess.eventbrite.com

Please look at the information about the themes for each day and sign up for the days you wish to attend.

All information about the individual talks can be found on the TeachingEnglish website here:
http://www.teachingenglish.org.uk/events/teaching-success-online-conference

The conference programme with links to all the talks can be accessed and downloaded here:

http://www.teachingenglish.org.uk/sites/teacheng/files/conference_schedule_0.pdf

Please note: All Times given are UK.

Adobe Connect

The online conference takes place live online in a web-conference solution called Adobe Connect. Before you join the conference, it is recommended that you test your computer prior to attending a meeting: http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm

Adobe Connect can run on any browser however it appears that it runs best in the following browsers:
- **PC**: Internet Explorer, Mozilla Firefox
- **Mac**: Safari

Joining the Conference

1. When conference time arrives, click on the link or enter the URL for the talk you want to watch into your web browser (all URLs are in the full conference schedule).
2. Choose **Enter as a Guest,** type in your name and your city, and click **Enter Room.**

3. The meeting launches in your browser and session interface appears.
   Seats are limited in Adobe Connect and it is advisable that you come early.

Recordings
Please note that all of the sessions will be recorded. Participants will receive notification after the conference with details of where the recordings will be available.

Mobile Apps
You can attend an Adobe Connect online session using your iPad, iPhone and Android devices.

Frequently Asked Questions

How do I sign up for the conference?

You can sign up for different days of the conference by visiting the Eventbrite website - the link is below:

http://teachingforsuccess.eventbrite.com

This way you will receive notifications about the program and a link to the virtual room, and will stay informed of all the conference activities.

How do I enter a virtual classroom?
All of the sessions take place in a virtual classroom solution called Adobe Connect. After you have registered, you should look at all the information and related links to the virtual rooms on the TeachingEnglish website. When you click on the links mentioned in the programme, you do not need to install any software. Please **enter as guest**. Write your name, city or country and enjoy the conference.

I cannot get into the room to watch the talk

Quick things to check first:

- Are you connected to the Internet?
- Disable popup blocker software
- Verify that your computer meets all necessary requirements by testing your connection
- Clear the browser's cache
- Try connecting from another computer
- If necessary, close all browsers and attempt to re-enter the meeting
- The session may be full

What can I do if a session is full?

The Adobe Connect room has a restricted capacity and when this is full, you will not be able to enter. We operate on a first-come-first-served basis, so it is advisable to come early to get a virtual seat. If however, the session is full, there are 2 options for viewing:

1. You can watch the recording at a later time (see below).
2. Some of the talks will be shown via livestream.org (http://original.livestream.com/teachingforsuccess/?rt=1&ra=471162) and the TeachingEnglish Facebook page. Regular updates and announcements about the talks being live-streamed will appear on the TeachingEnglish Facebook page and Twitter feed.

I cannot hear any audio

Verify that your computer speakers are on and your computer's volume is at an audible level.

Can I ask questions and interact with the speaker and other participants?

You can always type your questions and comments in the text chat. Moderators are at hand to make sure your questions and your comments are forwarded to the guest speakers in real-time.

Will the sessions be recorded?

All of the session will be recorded and you will be asked to consent to this being recorded at the beginning of the sessions. The conference recordings will be available on our TeachingEnglish website.

What are the system requirements for Adobe Connect?

Adobe Connect is a flash based solution and requires *Flash player 9.0 or above*. To ensure that your computer and network connections are properly configured for Adobe Connect, go to this system and connection test. You also need speakers / headphones. No microphone is required to attend the sessions.

Do I need to install software?

No software installation is required.

Can I attend the web conference via mobile device?

Yes, Adobe Connect provides mobile apps for iOs and Android devices.

Can I attend individual presentations or do I have to attend the whole conference?

You can attend individual sessions.

Do I need a microphone or a webcam to attend?

No. To listen to the guest speakers, you can use loud speakers or a headset.

Will I get a certificate of attendance

Yes. At the end of each talk you will be given a link to an editable, downloadable certificate of attendance. You will need to enter your name and the title of the talk you attended in the boxes provided. The certificate can be downloaded and printed.

Please email tfsonlineconference@gmail.com if you still have a question.