

# What is a Webinar?

## **What does it mean?**

Using modern broadband techniques, it is now possible for a technician at a desk anywhere in the world, to reach out, and with the permission of a person at the other end, link the two computers together, and work on it as if the technician was sitting in the same office with the client computer.

We are able to use the same technology, to allow a number of people in various parts of the world, to join with a technician in a remotely, and have those people able to watch as the technician or teacher goes through a number of steps on his computer demonstrating and teaching to the new clients.

This is what is meant by the term “*webinar*”.

We are beginning to offer to people in remote parts of New Zealand, the opportunity to join with me, in Auckland, and to go through a number of learning issues, without you ever having to leave your office. You will be able to follow as I go through various parts of the software, you will be able to raise your hand and ask questions, even as you would be were you in the same classroom, you will be able to take part in discussion at the end of the webinar, as if we were all in the same room. All that you require, is a computer, hopefully equipped with a microphone and headset or speakers, or may be a computer with a telephone, so that you can join in and hear the process of conducting the webinar.

## **What do we need?**

A number of people, are already familiar with the term “Voice over Internet Protocol” or Abbreviated VOIP. Those of you with children overseas, or maybe even away from home in various parts of New Zealand may be familiar with the computer telephone system called Skype, a system which uses the same telephone systems as we will be using with our webinars. If you have used Skype before, you will know that you have the ability to attach a headset, and maybe a separate microphone, or even one attached to the headset to your computer. If you are able to do this, you have the basis of all of the systems required to join our sessions.

If you do not know anything about this, or if you are unsure whether you can join us by using the system, the software I will be using allows you to join as part of a conference phone call, which is arranged through the Telecom network. There is no extra cost for us using this system.

## **Do we need to have MYOB installed:**

The beauty of this system, is that you will not be working on your computer, but rather simply using it to communicate with mine. You will be able to hear and watch as I work on various aspects of the programme on the my computer, and at the end of the sessions, for those who wish there will be a video of session produced at a small cost to those who require it. During the course of the session, you will not be required to do anything on your computer or to undertake any exercises.

## **Where can we do this training?**

The beauty of this style of training is that it does not require you to travel anywhere, it does not require a venue, and you are able to work through it drinking your own coffee, or happily eating your sandwiches. We will even mute the system, so that other people cannot listen to you as you happily chomp your carrot and shrimp sandwich. You may also undertake this somewhere other than at your office, it does not matter, all that is required is a computer, and the ability to link into the auditory part of the seminar.

## **Can we check with you to see if we can get the computer to work?**

Yes, if you are unsure as to whether your computer is able to undertake this sort of seminar, or if you are

unsure about the state of your telephone system, please contact me at [david@alwin.co.nz](mailto:david@alwin.co.nz) and I will set up a session to get on your computer and show you what is required and how this would work. We would need to have access to your computer, the ability to access your phone system, and about 10 minutes of your time. Our company makes a charge of \$10 GST included for this work, and you can arrange payment with me on your initial contact, by giving me a credit card number and name.

## **How will this work?**

Once you have considered the options we offer, and wish to join a webinar, you will communicate with the parent company, and pay them the fees for the course. At that time you will give your e-mail address, and I will schedule you for the time and course you have chosen. Webinars have the advantage of being able to cater for up to 1000 people on the same course at the same time. We will be limiting the attendance to 15 maximum, and for some of the courses there may well be many less than that number.

You will then receive from us, an e-mail which sets out the information relating to the webinar, the time it will start, and also set forth in detail as to how you can join in and link to the various auditory inputs.

Here is an example of an invitation to a webinar:

1. Please join my meeting.

<https://www1.gotomeeting.com/join/707286761>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +64 (0) 4 974 7214

Access Code: 707-286-761

Audio PIN: Shown after joining the meeting

Meeting ID: 707-286-761

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Online Meetings Made Easy™

As you will see, the invitations sits forward the hyperlink to the site which will communicate between our two computers. Clicking on this hyperlink when it is active, will bring you on to the desktop on the computer I am using to run the webinar.

The letter points deal with the way of dialing in to join by using your telephone. Please note these codes are not active, and this information is simply given as an example.

## **What if I need further information?**

I can be contacted at the following e-mail address: [david@alwin.co.nz](mailto:david@alwin.co.nz)

by telephone: 09 267 0017; Mobile: 021 509 353

or fax: 09 267 0014