

Fact Sheet: How to Participate in Webinars **Northeast ADA Center, Cornell University**

What is a Webinar?



A **webinar** is a training that is presented over the Internet. Like many schools and businesses, the Northeast ADA Center frequently uses a webinar format to share information with a wide audience, including people in different geographic locations, because they can participate without having to travel to a training site.

You may participate via computer or telephone. Our webinars are offered with live Spanish translation!

Who can attend webinars offered by the Northeast ADA Center?

- ✓ Our webinars are open to anyone who wishes to attend.

How much does it cost to participate in the Northeast ADA Center's webinars?

- ✓ There is no cost to attend our webinars.

How do I find out about upcoming Northeast ADA Center webinars?

- ✓ For information about upcoming webinars, go to the Northeast ADA Center's website at www.northeastada.org and click on "Upcoming Events".*

How do I register for Northeast ADA Center webinars?

- ✓ Registration is required for all Northeast ADA Center webinars. You can register for webinars as soon as you see them posted on our website, which is usually several weeks before the session.
- ✓ To register, click on the link provided in the description of the webinar you that would like to attend.
- ✓ Provide the requested information and hit "submit".

What happens after I register for a webinar?

- ✓ You will receive an email confirming that you have registered for the webinar.
- ✓ On the day of the webinar, you will receive the PowerPoint slides for the session and instructions about how to log in (or sign in) to the webinar.
- ✓ You should plan to log in about 10 minutes before the time that the webinar is scheduled to begin.
- ✓ At the start of the webinar, you will be given instructions about how to use different features such as the chat box, to ask questions or share your thoughts, during the session.
- ✓ During the webinar, you will be able to see the slides as the presenter speaks.
- ✓ You may also be asked to respond to questions or have a chance to take part in a brief survey or poll related to the topic of the webinar.



What do I need to participate by computer?

- ✓ To participate by computer, you will need an internet connection, a monitor, and speakers. A headset is helpful, but not required.

Can I still participate if I don't have a computer?

- ✓ YES!
- ✓ If you don't have a computer or your Internet connection is unreliable, you may participate by telephone.
- ✓ Register for the webinar, and if you have an email address, the slides will be sent to you before the session. We suggest you print the slides or save them to your computer so that you can refer to them while participating by phone.
- ✓ If you do not have an email address, please register for the webinar as early as possible and we will mail or fax the slides to you before the session.
- ✓ If you call in, you will not be able to use the chat feature or participate in the polling questions.

What if I miss the scheduled webinar?

- ✓ Our webinars are archived (saved and posted on our website) approximately two weeks after the session.
- ✓ You can access the archived webinars by clicking on "Archived Webinars" at www.northeastada.org.
- ✓ You can listen to the webinars at any time that is convenient for you.

Can I get Continuing Education Units (CEUs) for attending a webinar?

- ✓ Many of our webinars have been pre-approved by the Commission on Rehabilitation Counselor Certification (CRCC) and/or the HR Certification Institute (HRCI) for continuing education units.
- ✓ You may request a Certificate of Attendance for any session you attend. In order to get a certificate, you need to participate on the scheduled date/time of the webinar. We cannot provide certificates for listening to archived webinars.
- ✓ Please note that the certifying organization (i.e., CRCC, HRCI, etc.) may charge a fee for processing your CEU requests.

**For more information or assistance in participating in our webinars, contact
The Northeast ADA Center: northeastada@cornell.edu or 1-800-949-4232**

* For webinars open only to members of our ADA Trainer Network, go to www.northeastada.org, click on "Trainer Network Log in" and look under "Events" on the right hand side of the page.*

** The Northeast ADA Center also prepares and delivers webinars for organizations that contract with us to provide training for their employees. Please contact us at northeastada@cornell.edu to discuss your training needs and related fees. **

