

STEP 1

REGISTRATION

From 1st December 2015 to 14 February 2016

- Follow the link on the NEA website; →**Webinar links**
www.oecd-nea.org/rp/workshops/stakeholder-dialogue2015/
- Fill in the registration form. All the fields are mandatory.

At the end of the registration process, you will receive an invitation by e-mail from Webex. Each session does not require registration. Just confirm your e-mail address for the second and third sessions.

STEP 2

ON-LINE TEST SESSION

From 1st December 2015 to 14 February 2016 (this session is mandatory for the first time users of WEBEX)

- Check the Webex add-in installation and your audio/video devices on-line:

Add-in test: <http://www.webex.com/test-meeting.html>

Enter name and email address, click **ok** and wait the congratulation slide.

If you use your professional computer do not hesitate asking some help from your IT team in case of problems during the Add-In installation process.

Configuration of your audio and video devices: →**Related links**

www.oecd-nea.org/rp/workshops/stakeholder-dialogue2015/

TEST SESSIONS with Technical Support

15 January 2016 and 4 February 2016 from 8:00 a.m. to 6:00 p.m. (Central European Time)

If you have experienced some difficulties during the permanent test session, a second run is proposed with a technician.

For joining the test session, please use the invitation you received by email two days before.

How to connect the test session?

1. Open your invitation, and then click the link to join the event. The **Event Information** page appears.
2. Under **Join Event Now**, enter your name, e-mail address and the event password.
3. Click **Join Now**. You are then connected to the meeting.
4. Chat with the technician if you are not able to see the presentation, video or listen to the audio channel.

STEP 3

ATTENDING THE WEBINAR

After the registration process, an invitation is automatically sent by e-mail from Webex and a reminder will be sent two days before each session.

To join the event from an e-mail link, do the following:

1. **15 minutes before the session start time**, open your invitation or reminder, and then click on the link to join the event. The **Event Information** page appears.
2. Under **Join Event Now**, enter your name, e-mail address and the event password.
3. Click **Join Now**. You are then connected to the meeting.
4. Use the chat to send your questions to the Q&A manager. If technical support is still needed, choose technical support.