Taking Part in an OUP Webinar

Watch the video OUP webinars: an introduction on our webpage: www.oup.com/elt/webinars

Webinars are a great way to get ‘bite-sized’ professional development. Not only can you hear about concepts and practical ideas in teaching and learning from expert trainers and authors, but they also provide an excellent opportunity to connect with teachers in other institutions, regions or countries, or even with your own colleagues. Here are a few tips to help you get the most from the experience:

System and Equipment Requirements:

- OUP Webinars use software from Adobe Connect. There is no fee, or any particular software required in order for you to take part in a webinar. You will receive an email 24 hours in advance of your webinar with a link to the webinar. Click the access link to take part in the webinar. You can join up to 30 minutes before the webinar begins. For more information about system requirements click here.

- For most OUP webinars, video and audio will only be used by the presenter. This means you will need speakers or headphones in order to hear what is being said, but you won’t need a webcam or microphone to take part.

### Getting Started

Look over the pages below for an overview of the room and how it works.

Watch the introduction to OUP webinars here.

Download the document 7 Ways to make the most of a webinar for PD also on our website.

Up to 30 minutes before the webinar begins, click the access link sent to you via email to join the room.

### During the webinar

Use the chat box to ask and answer questions and communicate with other participants.

Respond promptly with questions/ tasks from the presenter.

Be aware that what you write in the chat window can be seen by everybody in the room.

Try not to be distracted by or create distractions with off-topic conversations in the chat window.
Taking Part in an OUP Webinar
Watch the video *OUP webinars: an introduction* on our webpage: www.oup.com/elt/webinars

- **Video Window**
- **Participant tools**
- **Whiteboard / Presentation Window**

This is where the main content of the presentation will be displayed.

- **Chat Window**

You can change the size and colour of the font in the chat box.

Use the chat window to respond to your presenter’s questions, ask questions and communicate with the other participants. Remember that what you write here can be seen by everybody.

Professional Development
Taking Part in an OUP Webinar
Watch the video *OUP webinars: an introduction* on our webpage: [www.oup.com/elt/webinars](http://www.oup.com/elt/webinars)

Audio set up wizard helps you adjust your speakers. You can also adjust your speaker volume with the green speaker icon.

You can use these tools during the webinar to interact with the speaker and moderator.