

### STEP 1

#### REGISTRATION

From 1<sup>st</sup> December 2015 to 31 January 2016

- Follow the link on the NEA website; → **Webinar links**  
[www.oecd-nea.org/rp/workshops/stakeholder-dialogue2015/](http://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 1<sup>st</sup> December 2015 to 31 January 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/](http://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.