

## **SMEMSIC Webinar Participant Agreement**

Webinar Date: March 3, 2011

Webinar Time: 1300-1700

Webinar Title: Working Smarter Not Harder - Making Your Software Work for You

### System Requirements

- High speed Internet connection
- Computer (no software downloads required to participate)
- Telephone
  - Long distance capability
  - Able to mute the microphone

### System Recommendations

- Headset with boom microphone that can be muted, for voice over Internet protocol (VoIP) or your telephone
- A second computer so you can practice creating the solutions while watching the demonstrations

<p style="text-align: center;"><b>DO NOT USE THE BUILT IN COMPUTER MICROPHONE OR SPEAKERS (internal or external)</b></p>
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### Conditions of Participation

- The Executive Director of the SMEMSIC must receive pre-registration and the signed agreement by February 28, 2011. SMEMSIC will email the webinar link and teleconference information (toll number and access code)
- To be eligible for the continuing education credits you must be individually logged into the webinar. No group logins.
- Role call will be taken at the beginning, end and multiple times during the webinar, if you are absent for a role call you may not be awarded the continuing education credits
- You must have audio (telephone or VoIP) and visual (computer login)
- During computer login you must provide your first and last name as used during registration
- Non-registered or unidentifiable participants attempting to login will be removed from the webinar

- In the event you experience technical difficulties and are unable to login a partial reimbursement may be provided at the discretion of the Executive Director
- If you are unsure if your system will work, a test connection may be made available upon request. Time and date will be scheduled on an individual bases
- You must attend the webinar (no proxies) to be eligible for the continuing education
- In the event the host is unable to provide the webinar a full refund of webinar registration fees will be provided

By signing below you attest you have read, understand and agree with the conditions of participation.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

You must fax this form to the SMEMSIC office at 888-217-5825 by February 28, 2011.