Gale Webinar Invitation

GALE CENGAGE Learning™

Welcome! You have been invited to participate in an on-line Web cast training presented by Gale.

Host: **Kurt Stovall, Gale Sr. Training Consultant | Kurt.Stovall@cengage.com**

To join the Audio Conference:

Primary Dial-In: **1 (866) 394-9513**
Alternate Dial-In: **1 (847) 619-3114**

Passcode: **6805146#**

To join the Web Conference:

IMPORTANT: PLEASE REVIEW PRIOR TO THE WEB CONFERENCE
Run a system check by visiting: http://www.conferenceservers.com/browser?brand=Anytime

To ensure your computer is properly updated, log on as if you were to start the meeting, per the instructions noted below. Prior to logging into the meeting, ensure popup blocker is turned off on your browser.

1. Dial the audio conference dial-in number noted above and enter the passcode as prompted.
2. Type in this meeting URL:

   • **http://web.meetme.net/r.aspx?p=2&a=70541837085835**

3. On the Meeting Center page, enter:
      • Your name
      • E-mail address
      • Company (or Institution)
4. Click on the "***Sign-in***" button.
5. Accept the Terms and Conditions and click "***Join***" to enter your conference.

Should your computer require any updates to accommodate web conferencing, an additional message will be displayed. Follow the instructions to prepare your computer for the meeting. These updates should take 5 to 10 minutes to complete.

IF THE ABOVE URL DOES NOT ALLOW YOU TO JOIN THE WEB CONFERENCE, PLEASE FOLLOW THE PROCEDURE NOTED BELOW.

1. Type in the following URL in your web browser:
      • **http://www.meetme.net/anytime**

2. In the Join box, enter:
      • Passcode: **6805146**
      • Your Name
      • Company (or Institution)
      • Email

TOUCH-TONE COMMANDS:
Please use the list of touch-tone commands below to help facilitate your audio conference:
   • Press ** for a menu of touch tone commands.
   • Press *0 to speak to an operator (once the host has joined).
   • Press *6 to mute your own line.
   • Press #6 to unmute your own line.

What is a Webinar?

Webinar is short for Web-based seminar. Webinar's are just like a conference room based seminar, however, participants view the presentation through their Web-browser and listen to the audio through their telephone. A key feature of a Webinar is its interactive elements -- the ability to give, receive and discuss information. Contrast with "Webcast", in which the data transmission is one way and does not allow interaction between the presenter and the audience.

IMPORTANT

To participate in this Web Conference you will need a telephone to listen to the audio conference **AND** a computer with internet connectivity to view the web conference.

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