

INSTRUCTION MANUAL WEB SEMINAR

To join the web seminar, you need a (desktop) computer, a laptop or smartphone (App GoTo Webinar) with Internet access. You can optionally use the speaker of your computer or connect headphones. A combination of computer and telephone is also possible. In the latter case, you follow the web seminar on your computer via your Internet connection and dial in at the same time via telephone to listen to the moderator's explanations.

The following description will tell you how to proceed if you are attending a web seminar for the first time.

Depending on whether you want to follow the web seminar alone or in a small group, make sure that you have a quiet environment and that all participants have a good view of the screen and can hear the presenter's voice at the same time.

You have received the registration link with the invitation. To participate in the web seminar, open the link. You will be taken to the registration page of the web seminar. Please enter your personal data here and then click on Register.




Digital International Symposium on Governance in anti-doping - Part I

Tue, May 18, 2021 2:00 PM - 4:30 PM CEST
[Show in My Time Zone](#)

During the past years' intense international debate, the importance of good governance for anti-doping organisations has been highlighted. To discuss the topic and to listen to how National Anti-Doping Organisations (NADOs) are working to strengthen their governance, Play the Game, NADA Germany and iNADO kindly invite you to this webinar.

The purpose of the symposium is to present and discuss the results from the Erasmus+ project "National Anti-Doping Governance Observer: Benchmarking Governance in NADOS (NADGO)" that was launched by the Danish initiative Play the Game, in cooperation with the Catholic University of Leuven, the University of Warsaw, the German Sport University Cologne as well as Anti Doping Denmark, NADA Germany, the Polish Anti-Doping Agency, the Slovak Anti-Doping Agency, Sport Ireland, EU Athletes, Fair Sport and iNADO.

The project aims at assisting and inspiring NADOs to raise the quality of their governance and promote independent practices free from conflicts of interests.



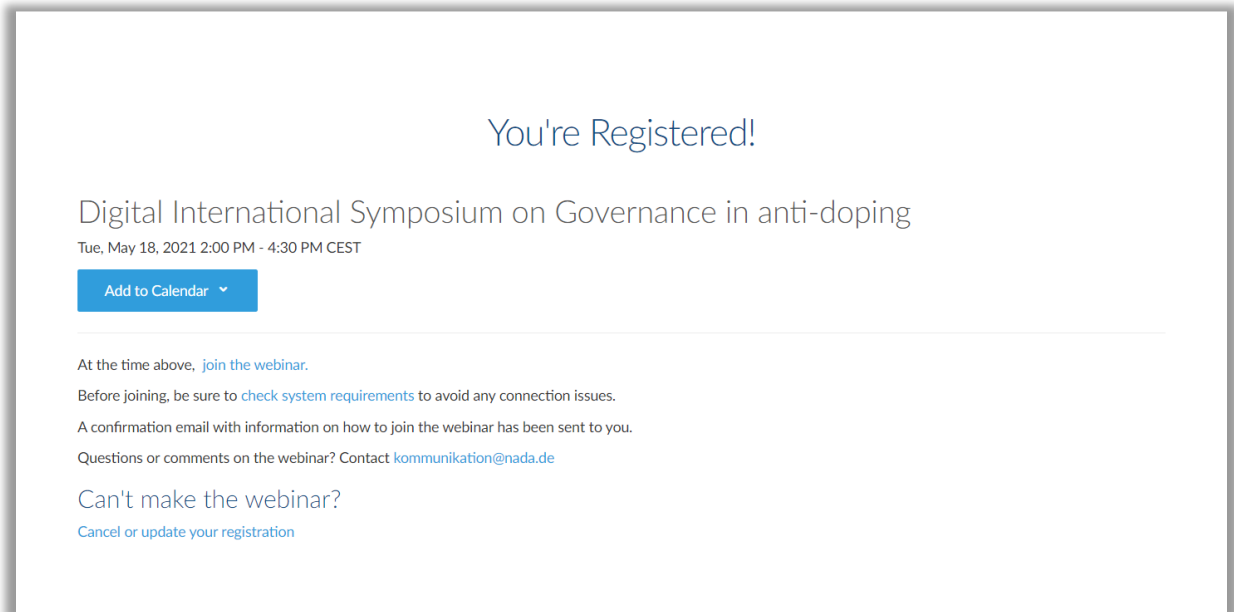
*Required field

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Organization*
<input type="text"/>	<input type="text"/>

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

[Register](#)

After successful registration the following window will open.
You will also receive a confirmation email.



In this email you will also find an overview of the topic and structure of the web seminar.

How to join the web seminar

To participate in the web seminar at the specified time and date, please click on the link provided in the email under step 1.

Thank you for registering for "Digital International Symposium on Governance in anti-doping".
Please send your questions, comments and feedback to: kommunikation@nada.de

How To Join The Webinar

Tue, May 18, 2021 2:00 PM - 4:30 PM CEST
Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.
Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.
--OR--

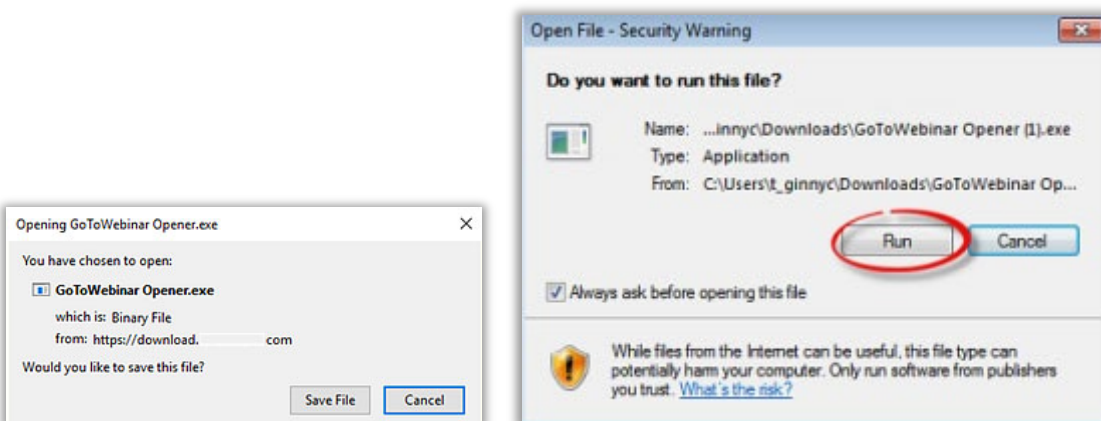
TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
Germany: +49 721 9881 4171
Access Code: 381-221-255
Audio PIN: Shown after joining the webinar

Webinar ID: 244-603-811

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

After that, if you have not already used GoToWebinar, you need to download and run the GoToWebinar Opener.



Your dial-up is now complete and you are joining the session. You will probably be in a virtual waiting room before the organizer starts the session. All steps will also be announced to you via automatic audio recording.

Below you have the choice between computer audio and phone call. If you select Phone call, you combine the presentation on the screen with the possibility to follow the presenter by phone.

- If you have selected the "Phone call" option, you will receive a phone number and a PIN in a new window in order to participate in the web seminar.
- With the Computer Audio selection you have the possibility to check the sound for the microphone and speakers in a next step.

After you have selected the desired settings, you are technically ready.

If you have any questions about the web seminar, contact communication@nada.de

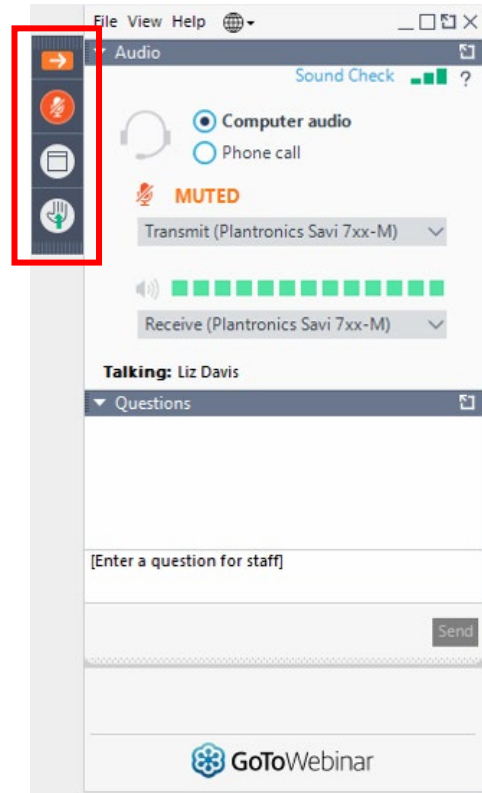
FEATURES ATTENDEES – DESCTOP APPLICATION

Short Cuts

1. Open and close your control panel
2. Microphone
3. Full screen
4. Hand: Raise your hand to be unmuted for verbal questions.

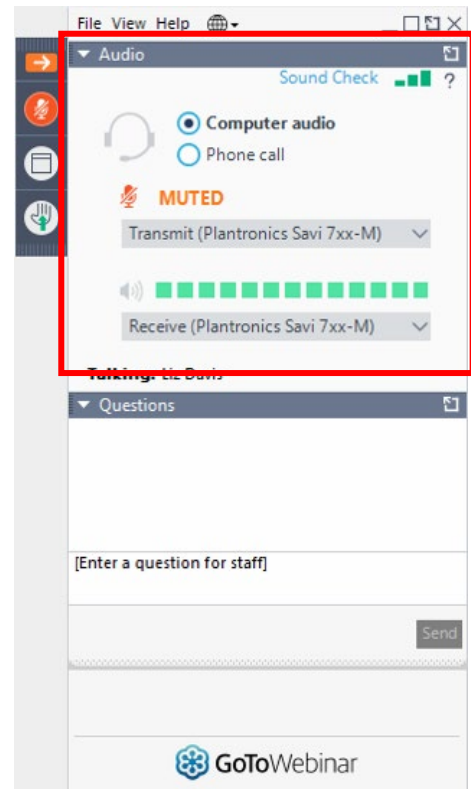
Note:

- I. If the Short Cuts appear red, they are not active. By clicking a Short Cut icon it's activated and will appear green.
- II. The functions of the individual icon are displayed when you move the mouse over them, a small mouseover window appears.
- III. The control panel will be hidden automatically when not in use. To keep it open, you can click the "View" menu and uncheck "Auto-hide Control Panel".



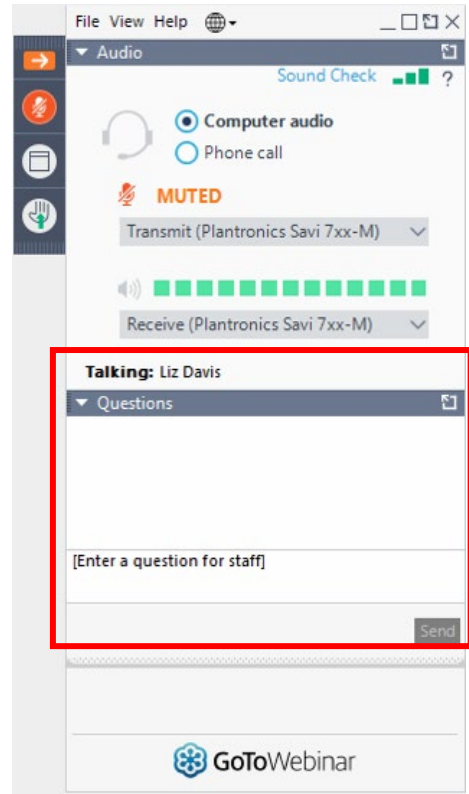
Audio

Choose Mic & Speakers to use VoIP
 Choose Telephone and dial using the information provided.



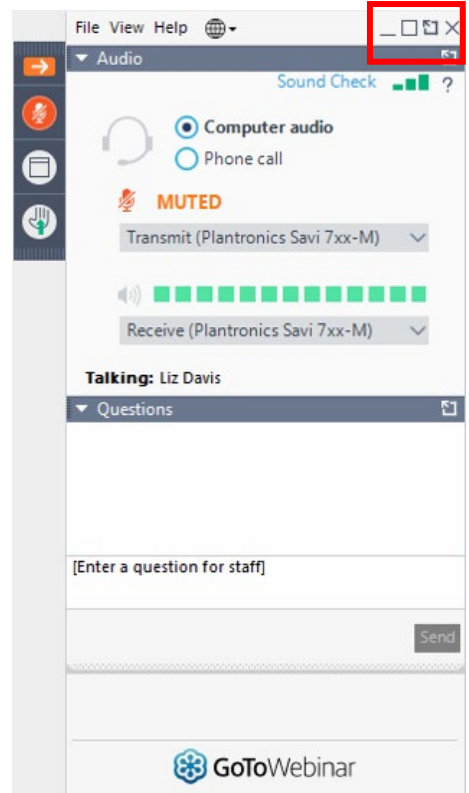
Questions

Please submit your text questions and comments using the Questions panel.



Exit the session

Click on the x on the upper right corner to exit the web seminar. You can join again by using the link in your confirmation mail.



FEATURES ATTENDEES – APP

Step 1:

Open the GoToWebinar App



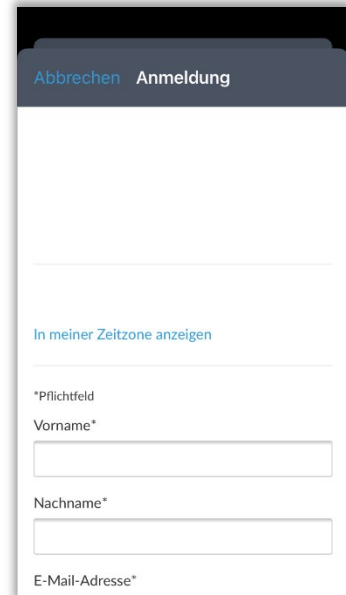
Step 2:

Enter the Webinar ID



Step 3:

Enter your data

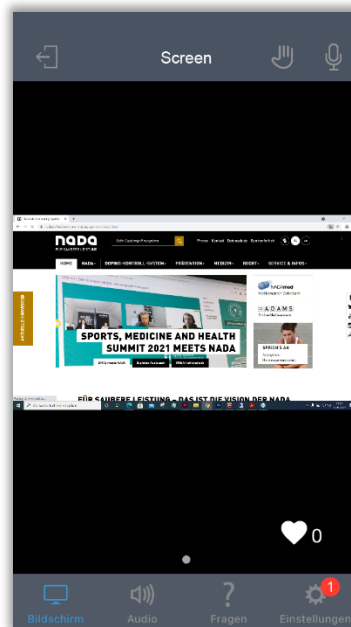


Step 4:

Waiting for transfer

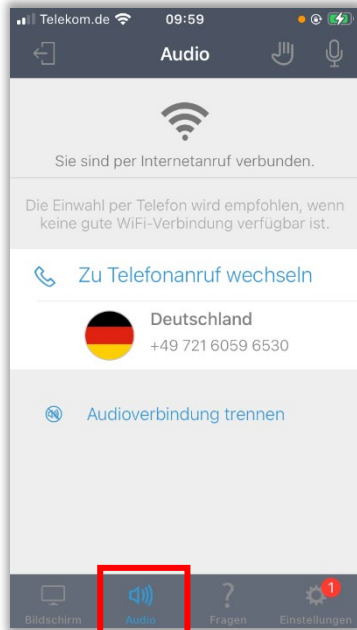


The Webinar starts

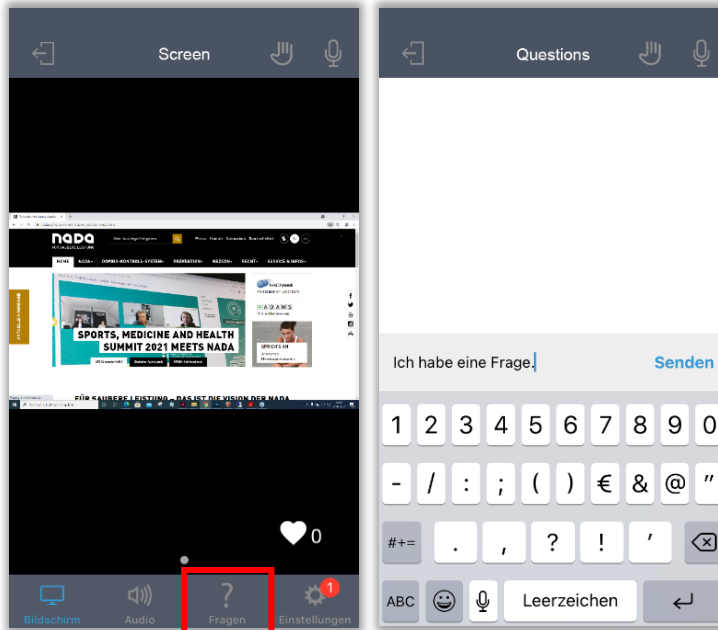


More features

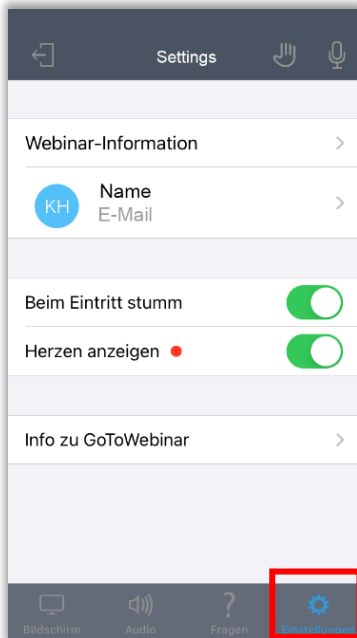
Change your Audio



Ask a question



Change your Settings



Exit the Webinar

