

How does a NCSPOD online conference work?

In registering for the NCSPOD online IPDW conference, your college receives the right to access a series of two webinars [February 18th and 25th], through a **single** computer. Although some will do this through an office-based computer, most registrants will access the program through a computer in a larger room and project it onto a screen, with an unlimited number of college employees. Since there are limited access slots available, no registering college can be permitted to occupy more than one slot during the webinar. Each NCSPOD webinar is recorded however, and your registration permits sharing access to a recording of the webinar with others at your college only. That access will be conveyed through an e-mail sent to the "registrant of record," i.e. the person who submits the order.

During a NCSPOD webinar, one or more presenters speak on a topic in his/her area of expertise [see <http://ncspod.org/programs/IPDW> for the February 2010 conference]. NCSPOD webinars are presented in a browser window that features a slide show presentation, an audio feed, and functions that enable the asking of questions -- thus mirroring the experience in a face-to-face seminar. A major difference is that the questions from each college must be routed through a single on-site facilitator. Therefore a system must be adopted at each site that manages that process efficiently. If the group is relatively small and seated at a conference table, participants might simply raise their hand, communicate their question to the on-site facilitator, who will then use a microphone, or the software's chat function, to convey the question to the webinar presenter. In a larger group, in which participants are spread throughout a classroom, the system might call for participants to jot questions on index cards that are routed to the on-site facilitator, who then conveys them to the presenter. Your system needs to be devised in advance, and communicated **prior** to the start of the webinar session.

Minimum Technical Requirements

Windows:

- Windows 2000/XP/Vista
 - Pentium III 500 MHz processor
 - 256 MB RAM
 - 20 MB free disk space
 - Soundcard with speakers and microphone or headset
 - 28.8 kbps Internet connection

Apple Mac OS X:

- Mac OS X 10.4 and 10.5
 - G3, G4, G5, or Intel processor
 - 256 MB RAM
 - 20 MB free disk space
 - Microphone (internal, USB, or iSight)
 - 28.8 kbps Internet connection

NOTE: For a better audio signal, we recommend using an external microphone and external speakers. Common PC microphones do not work in a Mac microphone jack, so Mac users should use USB microphones.

UltraSPARC Solaris:

- Solaris 10 (SPARC only)
 - UltraSPARC IIc 300 MHz
 - 256 MB RAM
 - 20 MB free disk space
 - Soundcard with speakers and microphone or headset
 - 28.8 kbps Internet connection

Red Hat Linux

- Red Hat Linux (RHEL4)
 - Pentium III 1 GHz processor
 - 256 MB RAM
 - 20 MB free disk space
 - Soundcard with speakers and microphone or headset
 - 28.8 kbps Internet connection

Novell Linux

- Novell SUSE Linux (SLES 10)
 - Pentium III 1 GHz processor
 - 256 MB RAM
 - 20 MB free disk space
 - Soundcard with speakers and microphone or headset
 - 28.8 kbps Internet connection

Several days prior to the webinar, check the configuration of the firewall in the computer that will be used to receive the webinar, by going to: <http://www.illuminate.com/support> and following the directions for "first-time users." If issues related to Illuminate arise, call its Help Desk at 866.388.8674, then select option 2, or access the FAQs at the site above. Each webinar provides 30 minutes of "boundary time" prior to its scheduled starting time, during which the microphone can be checked. That period does not allow for troubleshooting of other technical challenges that must be addressed in advance.

What else do I need to know?

Before the first session, each registrant will receive the PowerPoint presentations for the series of webinars, plus additional Word documents that will complement participation. We recommend that these be printed, and with an appropriate cover sheet, be distributed to all of those participating at the first webinar, scheduled for February 18. No other written support materials, e.g. transcript or webinar, are provided.

On the morning of each webinar, the **registrant of record** will receive an e-mail from Ray Carpenter that contains the link to the webinar. As a safeguard, you should enable in advance a second person on campus to access this critical e-mail. Also, alert your IT department **now** to enable e-mail from Ray and others whose e-mail addresses end in @adjunctsuccess.net, so that all critical updates are received. Finally, for non-Elluminate issues, feel free to phone the IPDW coordinator, Richard Lyons, at 772.466.2377 with questions that you might have. Calls cannot be accepted during the actual scheduled times of the webinars themselves.

What do I need to view the recorded presentation?

The recorded presentation is conveyed via e-mail to the registrant of record only, and may be shared only with employees of the registering college or university. To view the recording, one simply clicks on the hot link, and **assuming the firewall of the computer has been configured** to receive the Elluminate software [see minimum technical requirements above], the program will launch within a few seconds. In your e-mail that conveys the link, **be sure to communicate those instructions!**

What is your cancellation policy?

All institutions that register for the 2010 IPDW online conference will receive a link to a recording of the program that remains viewable for two months. With this feature in place, no refunds for cancellation of live participation will be granted.

Do you offer Continuing Education Credits for NCSPD webinars?

At this time we do not offer any Continuing Education Credits for any of our programs.