



Online workshop checklist

We will be using the online training platform WebEx for this session. Before booking your place, complete the following checklist to ensure access to WebEx and to fully experience the benefits of this session.

- Check your internet connection (needs to be 2 Mbps or more)
- Check your bandwidth speed: www.speedtest.net
- Check your computer is WebEx compatible by joining a test meeting: www.webex.com/lp/jointest.
For more information go to [WebEx website](#).
- Check that your organisation's Firewall allows access to WebEx - for more information download [WebEx and Firewalls](#).
- Check that your browser supports WebEx download [Enabling WebEx in your browser](#).
- Check that you have a headset - headphones with an integrated microphone. A hands-free headset for your smart phone should suffice but check it's compatible with your computer.
- Check that you have a webcam - using a webcam is not essential to participate in this session but it is recommended wherever possible.

Once you have booked your place you will be sent a confirmation email with more detailed information about WebEx. You will receive a Messenger WebEx email with your unique login details a few days before the workshop and a reminder email an hour before the session.