



# **The European IPR Helpdesk**

## **Quick Guide: How to Join our Webinars**



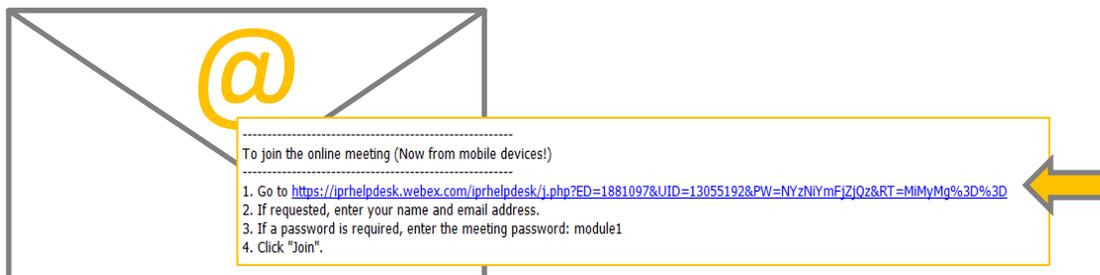
## Quick Guide: Joining the European IPR Helpdesk Webinar

For our web-based training courses we are using *WebEx web conferencing technology*. The log-in data will be sent to you via email shortly before the webinar by the *WebEx messenger*.

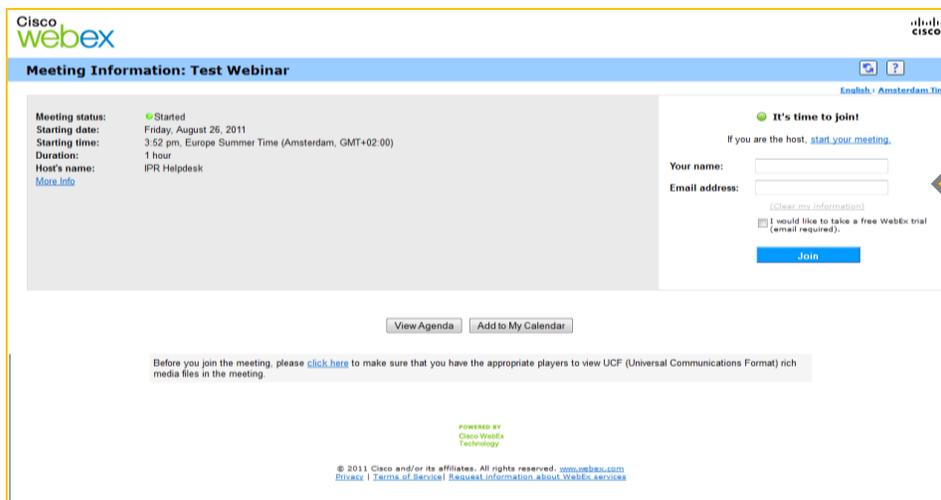
During the webinar we will use VoIP only. To ensure the best quality of our webinar, we recommend a headset with microphone at best to be able to ask questions directly to the speaker. However, a microphone is not a prerequisite as you will also have the chance to type in your queries via a chat tool.

To join the training session on the scheduled day of the webinar, please follow the steps below:

- 1) To take part in the webinar, please click on the link provided in the email with the access data that has been sent to you by the *WebEx messenger*.



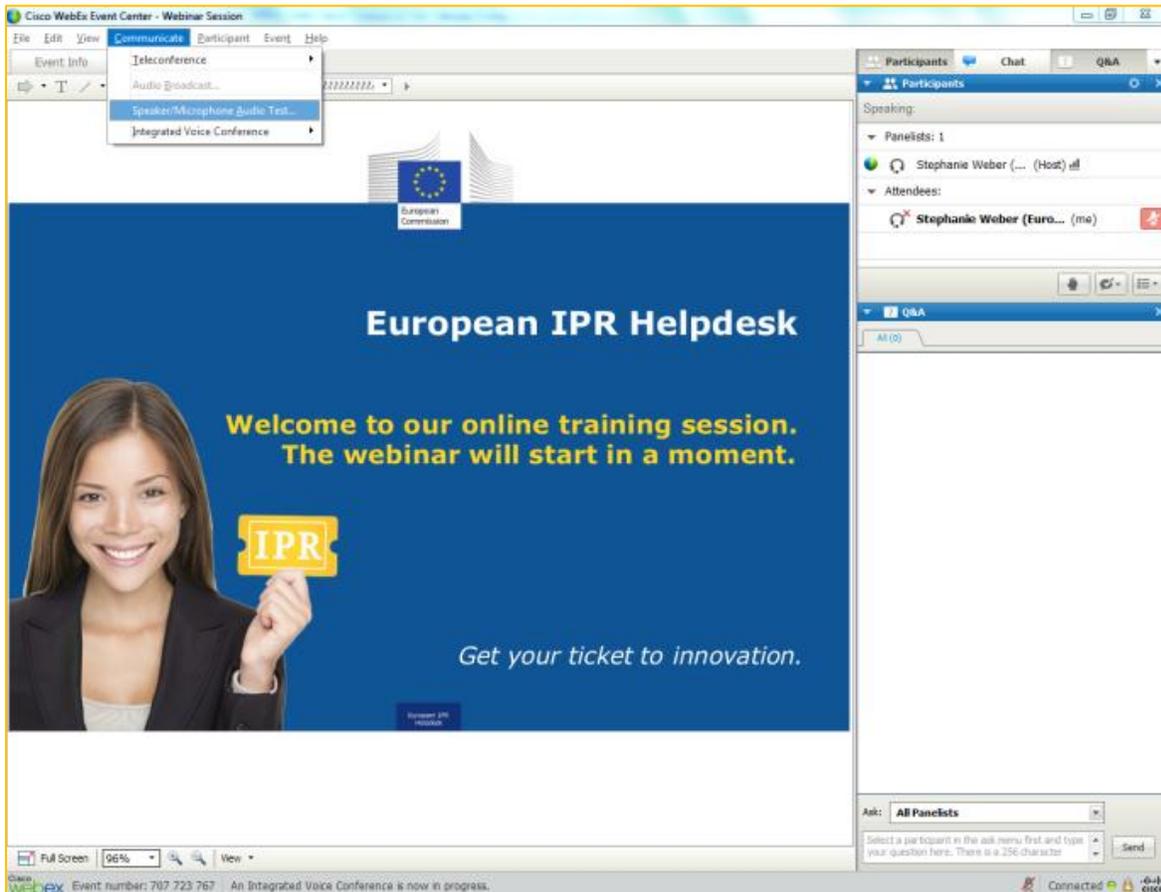
- 2) By clicking the link a window with a summary of the webinar details on the left will open. On the right-hand side you will find the 'join' button. We will start the session 15 minutes ahead of the official starting time. You will then be able to join the webinar by entering your full name and email address.



- 3) In case you are joining a WebEx meeting for the first time, the *WebEx Meeting Center* is now automatically installed on your computer. This will only take a few minutes. However, please make sure you start the download some time

before the start of the webinar to be sure you do not miss the beginning of the session.

- 4) Once the meeting center has been installed, you will be welcomed by our speaker, who will further explain the main interactive tools and features at the beginning of each webinar session.



Should you have technical questions or problems, please send us an email at [training@iprhelphdesk.eu](mailto:training@iprhelphdesk.eu)

The European IPR Helpdesk is managed by the European Commission's Executive Agency for Small and Medium-Sized Enterprises (EASME), with policy guidance provided by the European Commission's Enterprise and Industry Directorate - General.

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