RUTGERS
Robert Wood Johnson
Medical School

THE BOGGS CENTER ON DEVELOPMENTAL DISABILITIES
New Jersey's University Center for Excellence in Developmental Disabilities Education, Research, and Service
New Jersey's Leadership Education in Neurodevelopmental and Related Disabilities Program

Frequently Asked Questions
Boggs Center Webinars

What is a webinar?

A webinar is an online seminar. PowerPoint slides will be shown on the screen and the instructor will conduct the presentation. Attendees may type questions using the "question" box during the webinar.

How do I register for a webinar?

Click the "register" button and complete the registration form. You will receive a confirmation email and reminder emails with the unique link to join the webinar.

When you complete the registration form, please make sure your email address is correct since all emails will be sent to the address you enter.

The "join webinar" link in the confirmation and reminder emails is unique to your registration and should not be shared with others.

Please note that each person who wishes to participate must register and log in using their own device in order for their attendance to be recorded.

How do I join the webinar?

You can attend a webinar using a computer or mobile device such as a tablet or smartphone. For mobile devices, the GoToWebinar app is required to access the webinar.

Participants are strongly encouraged to "check system requirements" per the instructions provided in the confirmation and reminder emails in order to assure the technology works in advance of the session.

Before the webinar is set to begin, click the "join webinar" link in your reminder email from your computer, tablet, or smartphone. The webinar will appear on your screen.

Please note that if you are using your smartphone for the webinar, **you must click the "join webinar" button in the reminder email to see the presentation and for your attendance to be recorded. If you only call the phone number, you will just hear audio and your attendance will not be recorded.**

How do I connect to audio (sound)?

When you access the webinar through the "join webinar" link, you will be connected to audio using the speakers on your computer, tablet, or smartphone.

If you prefer to hear sound through your telephone, you must select "use telephone" after joining the webinar and then call the number listed on your reminder email.

How do I get handouts?

Handouts will be available to download in the "handout" box on your screen when you join the webinar.

How do I complete the evaluation form?

The evaluation form will appear on your screen at the end of the webinar. Stay on your screen and if prompted, click "close" for the evaluation to pop up.

How do I get a certificate?

If the training session offers continuing education and/or certificates of attendance and you meet the requirements to earn a certificate, your certificate will be sent by email within a few days of the training session.