From: Lee Ponsioen
To: Witt, Kylie I
Subject: FW: Webinar Link VTAC for Parents and the Community
Date: Friday, 8 September 2017 4:41:16 PM
Importance: High

Hi Kylie,

Thank you for registering for the Webinar **VTAC – Using the VTAC system for the general community and parents,** being held on **Wednesday 13th September 2017, 7:00pm-8:00pm**.

As this webinar is for your community and parents please share the details below with anyone from your school who wishes to attend this free webinar. This webinar is open to anyone so there is no need for them to register with CEAV individually; instead they can follow the details below and enter into the webinar room at the time of the event.

Please follow the steps below to test your Adobe Connect connection:

1. Ensure you have updated Java
2. Test your connection to Adobe Connect: http://connect.vic.edu.au/common/help/en/support/meeting_test.htm
3. For a quick overview of how to use Adobe Connect: http://www.adobe.com/products/adobeconnect.html

Please find below a confirmation of the webinar details for your attention:-

WEBINAR	
Event Name:	**Using the VTAC System – for the general community and parents**
Date:	**13/09/17**
Venue:	**ONLINE** at your own computer
Times:	**7:00pm-8:00pm**
Presenter:	**VTAC**
Invitation Link:	**The invitation link on 13th September for participants is below:** **https://connect.vic.edu.au/ceav2017/** **You will need to login as a Guest and enter your name, this is the name that will appear in the attendees list so please ensure you enter your **FULL NAME** and then click the login icon.
Session Requirements:	*Please ensure you have the following prior to starting the session:* You are **using the computer** on which you will attend your session Your computer is **connected to the Internet** and has a stable, reliable connection You have a microphone and speakers, preferably a **headset** to take full advantage of the collaborative capabilities during your session You have the appropriate permissions to **save files to your computer**. If you are unsure, please contact your system administrator.
Online Session and testing your computer:	Instructions for testing your computer can be found at the following link: http://connect.vic.edu.au/common/help/en/support/meeting_test.htm All participants should have a **headset** to prevent feedback. The webinar session is open from 6:45pm for anyone wishing to test their audio set up. **Instructions** for logging into the **webinar:** ✓ Please ensure you begin the **login process at least 15 minutes prior** to the starting time