

## **FES/FICE Lunch & Learn Webinar FAQs**

### **1. Where does a webinar take place?**

It is wherever you have access to a computer and a phone. There is no time away from the office and no travel expenses

### **2. What do I need to participate?**

You will need access to a telephone and computer.

### **3. When does a Lunch & Learn webinar take place?**

FES/FICE schedules Lunch & Learn webinars midday when most people enjoy their lunch breaks.

### **4. What is a webinar?**

It is a type of web-conferencing. Interaction is usually one-way, from presenter to audience, with limited interaction.

### **5. How does it work?**

Participants logon to a dedicated website to view and follow along with a PowerPoint presentation while listening to the presenter via teleconference.

### **6. Is there time for Questions & Answers?**

Questions & answers (Q&A) are at the discretion of the presenter, but the majority of presenters allow ample amount of time for Q&A at a dedicated time after the presentation concludes.

### **7. How do I know if my computer is compatible?**

If you have “pop-up blocker” software on your system, you must disable it, close all windows, and restart your browser before using TelSpanExpress. Prior to the webinar, you need to address your computer’s internet browser: <https://www.telspan.com/online/>. You WILL NOT need any conference details (conference reference and conference code) to do this. Once you have accessed the link, look in the upper left hand side where it says “Computer Compatibility” you should see three green checks. It is recommended you visit this site at least one week prior to the webinar, as your computer settings should be checked for compatibility. For assistance, please call 1-800-898-2315 between 9:00 a.m. and 5:00 p.m. Eastern Time.