EPO Patent Information online seminars
PRIOR to the online seminar

- Make sure your equipment fulfils the necessary system requirements

- Open your Webex session either in Chrome or Internet explorer

- Check the audio settings on your computer and headset

- Use Cisco WebEx certified headsets
PRIOR to the online seminar

- test a WebEx meeting on your device [webex.com/test-meeting.html]
- detailed information and support
- problems? WebEx 24/7 support via [epo.org/vc]
  -> Support
  -> Help
  -> Contact Support
DURING start-up

- No administrator rights on your workstation?
  > Run a temporary application!

Starting WebEx...

Still having trouble? Run a temporary application to join this meeting immediately.
DURING start-up

- Click “Yes” when you’re asked to participate in the integrated voice conference (VoIP)

- If you miss the start, you can still join via the audio menu

- To receive the audio, make sure you’re connected to the VoIP session
DURING start-up

- if problems persist, close the application
- and re-join, or
- contact WebEx 24/7 support via epo.org/vc

-> Support
-> Help
-> Contact Support
DURING the online seminar

1. Participants panel
   (Host indicated as PI Training)
   - Raise hand
     - Yes
     - No

2. Chat panel
   for general or informal communication
DURING the online seminar

3. **Q&A panel** for subject-matter related questions;
   this allows us to attach the answer to the corresponding question

Always address your questions to **ALL panellists**; the speaker will be busy!
AFTER the presentation

- We usually ask you for your opinion in a short questionnaire

- You can download the materials for the session in PDF format

OR download the presentation after the online seminar from the forum: forums.epo.org/pi-training/
Any questions? Contact us!

Questions regarding
- workshops, online seminars, fairs? pitraining@epo.org
- usage of our products? support@epo.org

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News on training issues
News on ALL products, know-how, user interaction ...
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Recorded webinars

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