



SIS Webcast Instructions

System Requirements

One of the following browsers:

- Microsoft Internet Explorer 7 or later
- Mozilla Firefox 2 or later
- Safari 2 or later (for Mac)

with:

- Adobe Flash® Player 8 or later

Adobe offers a webpage that will test your computer's software and connection speed for suitability. Go to https://admin.adobe.com/common/help/en/support/meeting_test.htm and allow the test to be run.

Please note that you **do not** need the "Acrobat Connect Add-in" (tested for in step #4) – it is completely optional.

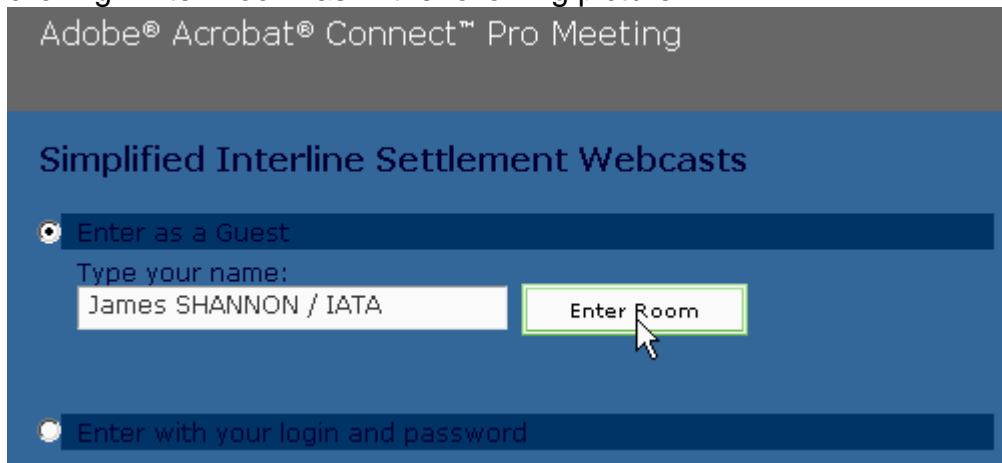


Attending the Webcast

It is recommended that you log in to the webcast 5 to 10 minutes prior to the start time in order to resolve any issues as the webcast will start promptly at the time published.

Webcast:

1. Go to the webcast website at <http://airtrans.na4.acrobat.com/sis/>.
2. Enter as a guest by typing in your name and your organization's name then clicking 'Enter Room' as in the following picture:



3. You will then be placed into the webcast.

Please note that you **must** enter **your name** and **your organization's name** as described above. **Failure to do so will result in you being unable to login to the webcast.**

Audio:

There are two ways of listening to the presentation:

Via the web:

If your computer has speakers, you can turn them on and listen to the audio of the webcast after logging in as detailed above.

Via the telephone conference call:

Some computers will not be able to play the audio (no speakers, slow connection, etc). In this case, you'll want to dial in to the conference call, where the same audio will be available as online. The conference call details are:

Phone Numbers +1 514 392 3303 (Canada and International)
+1 866 392 3247 (Toll-free US & Canada)
Conference ID 7026529



Participating in the Webcast

- You will be unable to speak, either in the conference call or over the webcast internet software.
- During the Question & Answer session, you will be able to type your questions into a window in order to have them answered.
- To offer feedback during the presentation (especially useful to request that the presenter speak louder or slow down), use the “Status” button which you will see on the webcast screen.

