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Supplier Development Programme
Helping You Bid Better

Supplier
Development
Programme

Helping You **Bid Better**

Top tips to attend a webinar

Welcome to the
Supplier Development Programme

Quick Guide to attending SDP's Webinars

SDP currently use Cisco WebEx to deliver online training by webinar.

When time is limited, webinars are the quickest and easiest way to increase your knowledge of the procurement process

Quick Quotes made easy - WEBINAR

Wednesday 1 April 2020, 11.00am-12:30pm

Webinar

Book now for this free event. You can book up to 5 places.

NUMBER OF PLACES TO BOOK:

0

BOOK NOW

Please register an interest in attending the webinar of interest to you then click BOOK NOW

Hello,

SDP Scotland invites you to attend a Web seminar using WebEx.

To join the online event

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1. Click here to join the online event.
Or copy and paste the following link to a browser:

Topic: testing with Cisco
Date and Time:
Monday, [redacted], GMT Summer Time (London, GMT-

Event number:
Event password: attendee

Event address for attendees: https://sdpscotland.webex.com/sdpscotland/onstage/g.php?MTID=ec0cec8736c1

For assistance please contact SDP Scotland at:
info@sdpscotland.co.uk

Prior to the webinar you will receive an email from messenager@webex.com via Cisco WebEx – containing the link & joining instructions

Hello,

SDP Scotland invites you to attend a Web seminar using WebEx.

To join the online event

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1. Click here to join the online event.
Or copy and paste the following link to a browser:

On the day of the webinar, approximately 10 minutes before the start time click to join

Topic: testing with Cisco
Date and Time:
Monday, [redacted], GMT Summer Time (London, GMT

Event number:
Event password: attendee

Event address for attendees: https://sdpscotland.webex.com/sdpscotland/onstage/g.php?MTID=ec0cec8736c1

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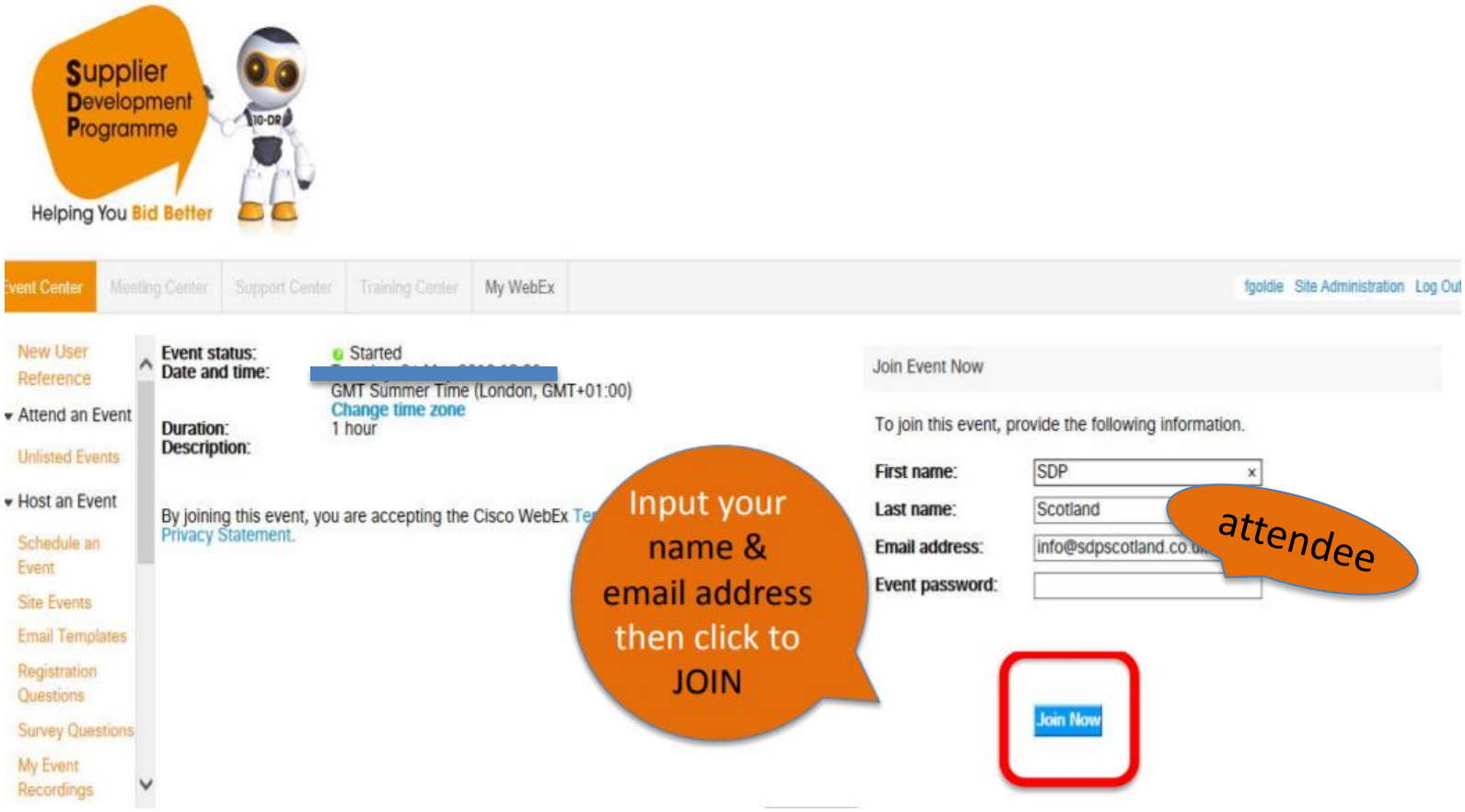
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Event Center
Meeting Center
Support Center
Training Center
My WebEx
fgoldie
Site Administration
Log Out
New User Reference
Attend an Event
Unlisted Events
Host an Event
Schedule an Event
Site Events
Email Templates
Registration Questions
Survey Questions
My Event Recordings
Event status:
Started
Date and time:
GMT Summer Time (London, GMT+01:00)
Change time zone
Duration:
1 hour
Description:
By joining this event, you are accepting the Cisco WebEx
Privacy Statement.
Input your name & email address then click to JOIN
Join Event Now
To join this event, provide the following information.
First name:
SDP
Last name:
Scotland
Email address:
Event password:
attendee
Join Now

Event Center | Meeting Center | Support Center | Training Center | My WebEx

New User Reference
Attend an Event
Unlisted Events
Host an Event
Schedule an Event
Site Events

Join an Unlisted Event

To join an event, type the event number that t

Event Number:

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To join the online event

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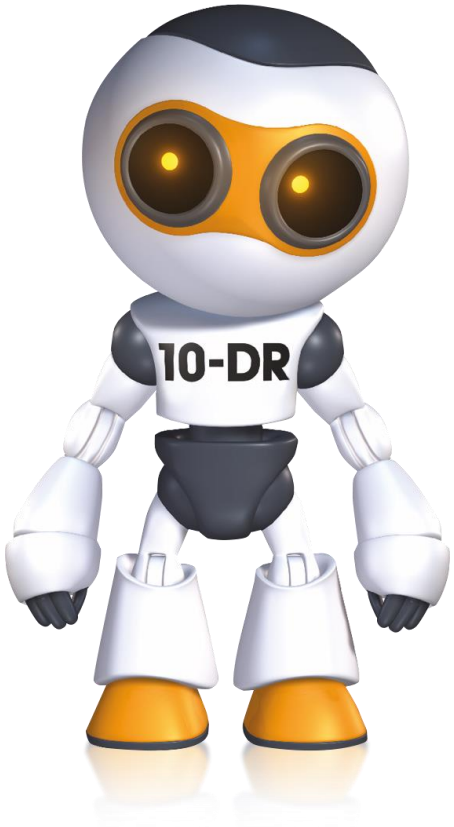
Topic: testing with Cisco
Date and Time:
[redacted] GMT Summer Time (London, GMT+01:00

Event number:
Event password: attendee

Event address for attendees: https://sdpscotland.webex.com/sdpscotlar

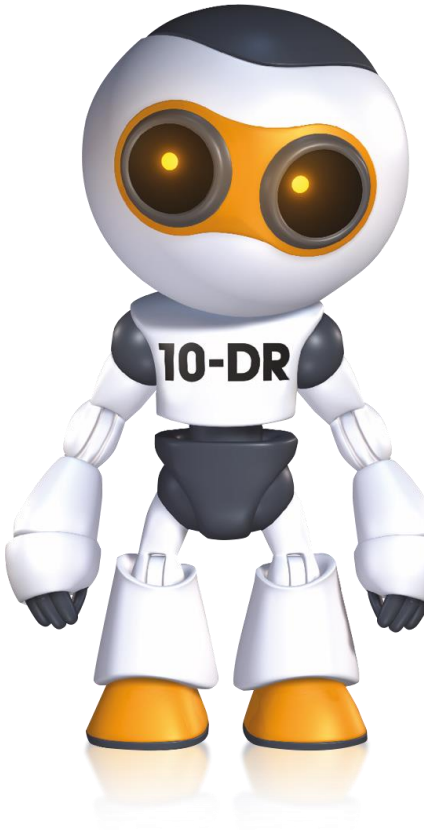
For assistance please contact SDP Scotland at:
info@sdpscotland.co.uk

(if/when) prompted to input the event number or password.... this can be found on the original email received from messenger@webex.com



When prompted click on Go here

Select **Install** or **Allow** to install the Cisco WebEx add-on. Having trouble joining? Go here.



then...
Run a temporary application

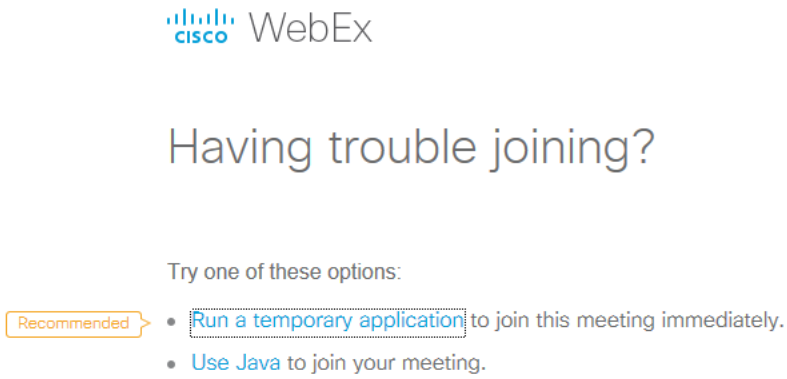
cisco WebEx

Having trouble joining?

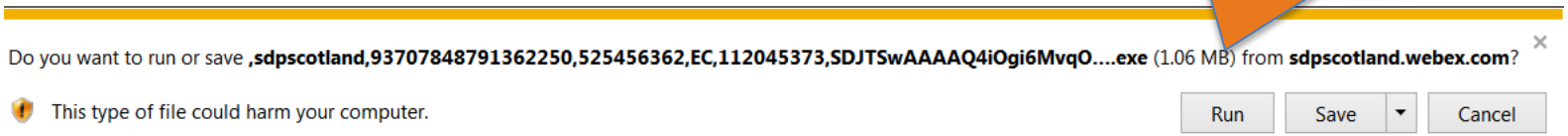
Try one of these options:

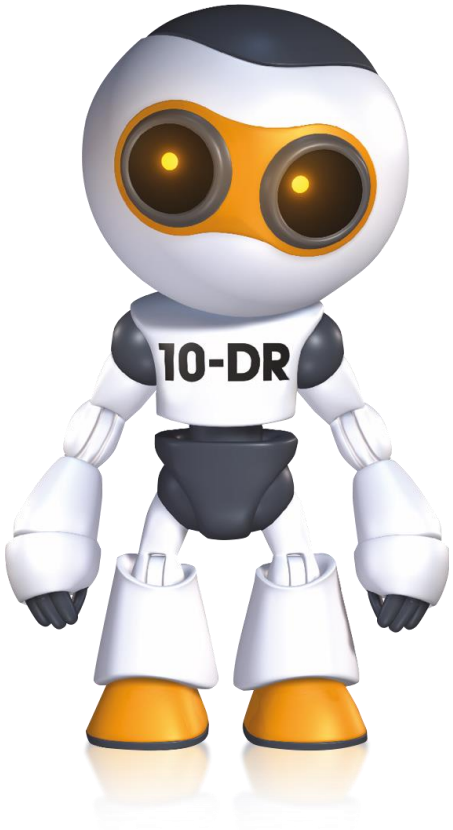
Recommended

- Run a temporary application to join this meeting immediately.
- Use Java to join your meeting.



next; click on RUN from the bottom of your screen





Waiting for others

Call In

1 **Call**

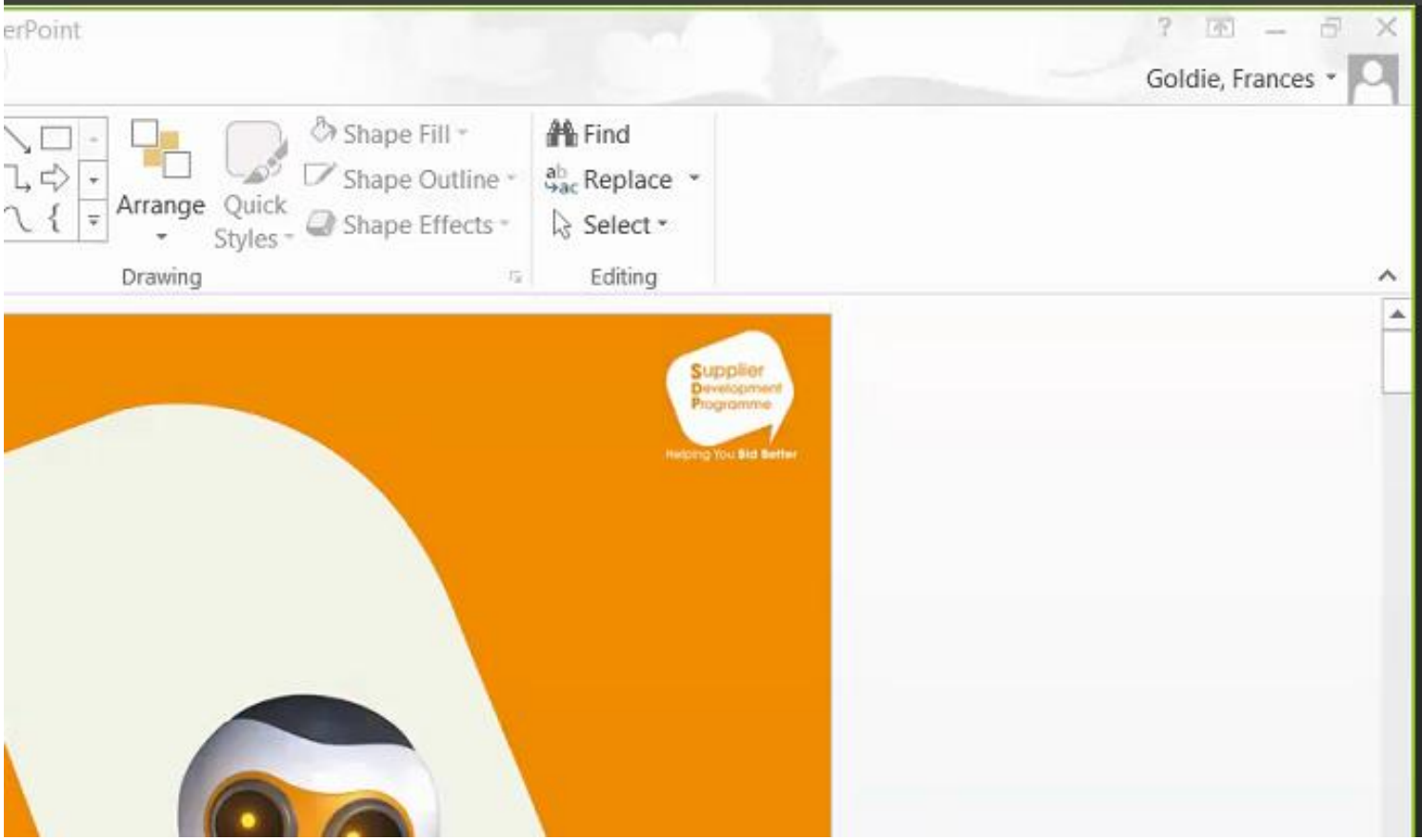
United Kingdom toll
+44-203-478-5289

2 **Enter**

Access code [redacted]
Attendee ID [redacted]

Choose to dial-in by phone or listen via your PC

Click on the little floating screen icon (top right hand corner of your monitor) to ensure that you're viewing in full screen mode



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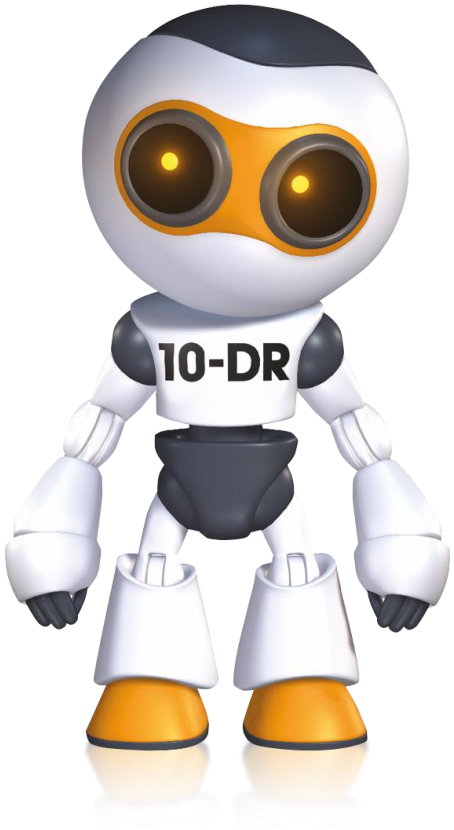
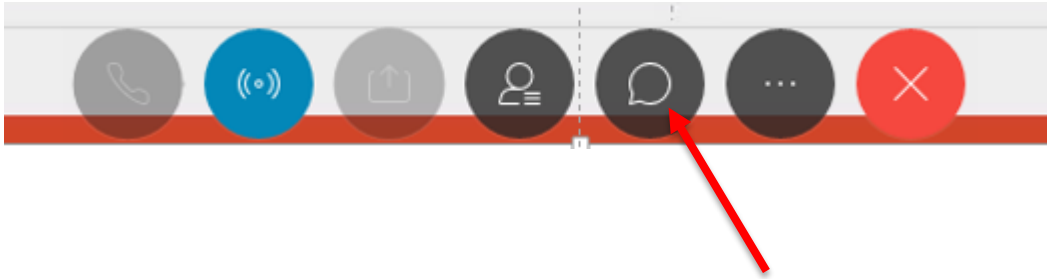
Top tips to attend a webinar



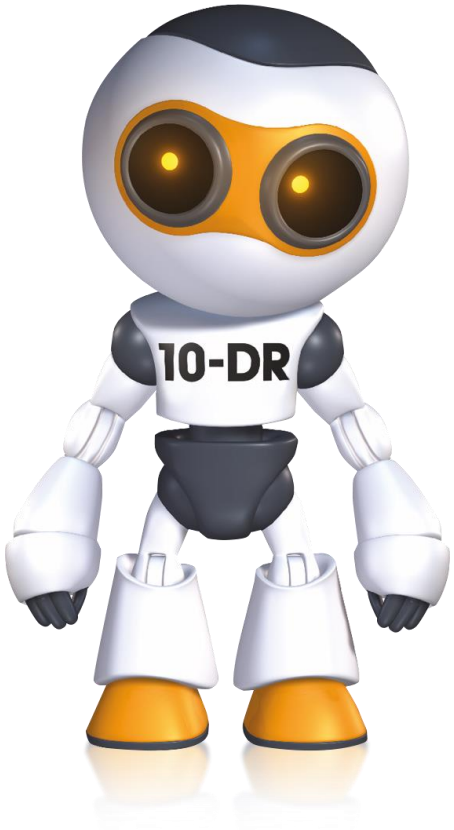
Hover your mouse in the centre of the screen to activate the menu bar

This is your menu bar



The speech bubble is your **live chat** option

Remove unwanted boxes by clicking on the little downward arrow in the top left hand corner

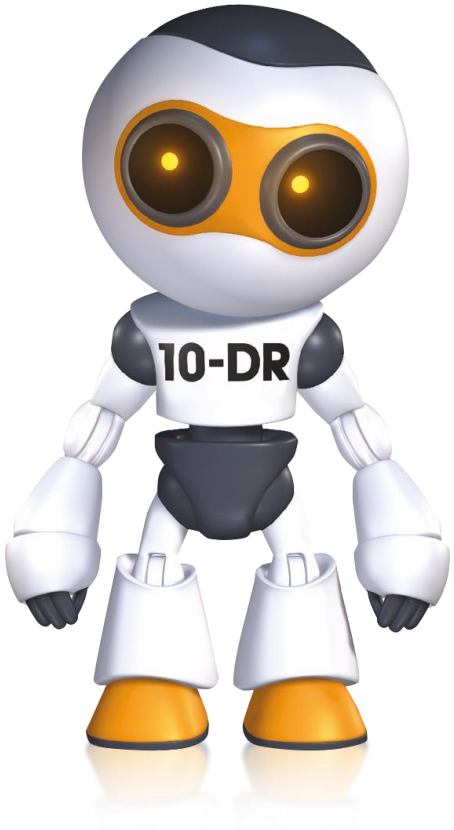


Now you can sit back and relax!

The presentation will be visible on your screen while you listen by phone, monitor, or external speakers

Please call the SDP team if you would like to trial the joining process prior to a live event. It will only take a few mins to familiarise yourself with this technology when we do it together

01698 454890



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