



## SEMI Webcast – How to Use GoToWebinar / GoToMeeting

### A Step-by-Step Tutorial (Updated May 5, 2009)

SEMI utilizes a third party webcast service provider, Citrix “GoToWebinar.com” or “GoToMeeting.com”. This step-by-step tutorial should assist you in accessing the SEMI webcast.

---

#### A) Register for the Webcast

- 1) Click the registration link from the SEMI webpage that announces the webcast.

Example: <https://www2.gotomeeting.com/register/xxxxxxxx>

- 2) Complete the registration form.

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Email Address:	<input type="text"/>	* Address:	<input type="text"/>
* City:	<input type="text"/>	State/Province:	<input type="text" value="Choose one..."/>
* Zip/Postal Code:	<input type="text"/>	* Country:	<input type="text" value="Choose one..."/>
Phone:	<input type="text"/>	* Organization:	<input type="text"/>
* Job Title:	<input type="text"/>		

 Before you proceed, make sure your email address is entered correctly because you will receive a confirmation email from GoToWebinar.

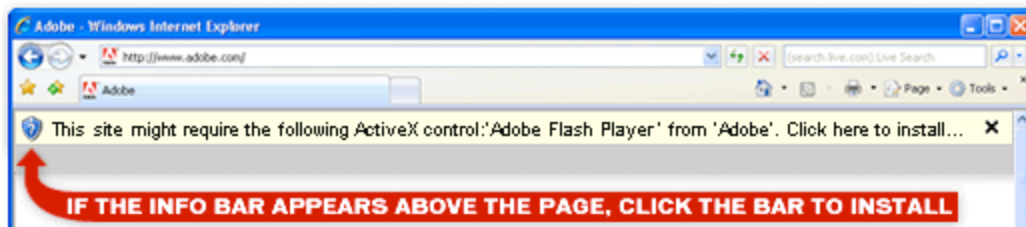
- 3) DO NOT delete the confirmation email because it contains the web-link to access the Webinar.

If you register within 30 minutes before the start of the webcast, you will be connected to the Webinar page immediately. If this is the case, please ignore step 5)

- 4) Please do not share this web-link with others, as it is only for you. If you have colleagues that want to access the webcast, please send them to the original SEMI webpage that announced the webcast, where they can register separately.
-

## B) Joining the Webcast

- 5) At the time of the webcast, open the webcast confirmation email and click on the web-link provided.
  - We ask that you join the webcast at least 10 minutes before the start time to avoid any problems.
- 6) If prompted, click **Yes**, **Grant** or **Trust** to accept the download.
  - Please wait patiently for the page to download.
- 7) If you have trouble gaining access you might have to download a program by clicking on the highlighted bar found just under the web browser address bar.



- 8) The software needed to access “GoToWebinar” should automatically be downloaded. If you have problems at this stage, please visit the “GoToWebinar” support page below:  
<https://www1.gotomeeting.com/default/help/g2w/g2w%5fuser%5fhelp.htm>

---

## C) Firewall / Corporate Security Problems

- 9) Some companies have experienced problems accessing “GoToWebinar” due to firewall / corporate security measures. If this is the case, please consult your corporate IT staff for troubleshooting. Or visit the “GoToWebinar” support page below:  
<https://www1.gotomeeting.com/default/help/g2w/g2w%5fuser%5fhelp.htm>
-

## D) Webinar Control Panel

- 10) Once you join the meeting you will see two components, the **Attendee Control Panel** and the **Viewer Window**.

The screenshot displays the GoToWebinar interface. The main window, titled "GoToWebinar Viewer", shows a presentation slide titled "2009 Influenza Pandemic Planning". The slide content includes:

- 2009 Influenza Pandemic Planning**
- Pandemic Planning & Response: Suggestions For Taking A Rational Approach**
- Aaron Zude**  
Sr. Director, EHS Division  
SEMI

The slide also features a photo of Aaron Zude and the SEMI logo. The presentation is displayed in a slide show mode with a navigation bar at the bottom.

On the right side, the "Attendee Control Panel" is visible, containing the following sections:

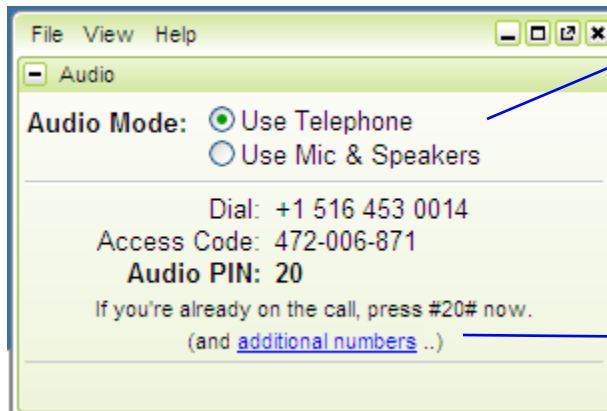
- Audio**: Radio buttons for "Use Telephone" (selected) and "Use Mic & Speakers".
- Audio Information**:
  - Dial: +1 516 453 0014
  - Access Code: 472-006-871
  - Audio PIN: 20
  - If you're already on the call, press #20# now. (and additional numbers ..)
- Questions**: A "Questions Log" showing a message: "Welcome to the SEMI Webcast: Responding to the Current Global Swine Flu Pandemic".
- Webcast Information**: "SEMI Webcast: Responding to the Current Global Swine Flu Pandemic - Suggestions for SEMI Members and Industry Partners" and "Webinar ID: 890-311-179".
- GoToWebinar™** logo.

The interface also shows a Citrix logo and "GoToMeeting Quick Connect" at the bottom left, and a Windows taskbar at the bottom with the time 10:41 AM on Tuesday.

## E) Audio Mode Configuration

- 11) You have a choice of accessing the audio portion of the webcast by **Telephone** or **Mic & Speakers** by clicking on the corresponding bubble.

If your computer is equipped with speakers, we suggest you use the **Use Mic & Speakers** option.



Click on the [additional numbers](#) link to view a list of additional international telephone numbers.

- If you join via the **Use Mic & Speakers** option, you will receive audio through your computer speakers free of charge.  
**Make sure your computer speakers are turned on. You will have no speaking privileges, so a Mic (Microphone) is not needed.**
- If you join the meeting via **Use Telephone** option, dial the toll-based number that “GoToWebinar” provides and follow the instructions. You will be charged the standard long-distance rate for calling this toll-based number, just as if you made a regular long-distance call.
  - Sorry but SEMI does not currently have toll-free numbers.
  - Sorry but our Webcast service provider does not currently have local telephone numbers for Asian countries.

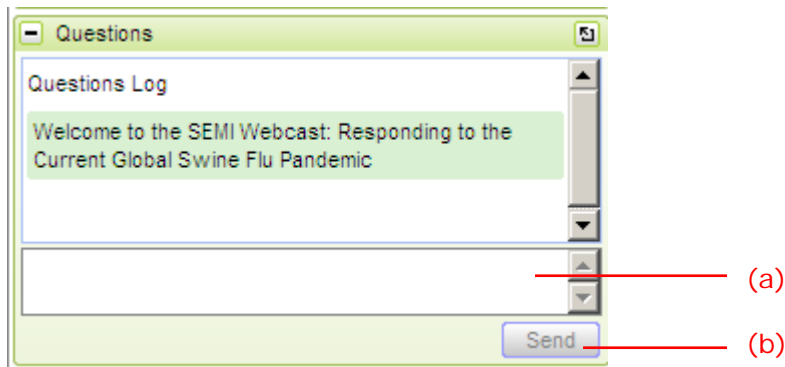
For More Audio Troubleshooting please visit the “GoToWebinar” web-link below:

<https://www2.gotomeeting.com/default/help/g2w/g2w%5fuser%5fhelp.htm#Webinar%5fPresentation/Audio%5fBest%5fPractices.htm>

---

## F) Asking Questions

12) If you have questions during the Webinar please submit them in the Questions Pane (a) and click Send (b).



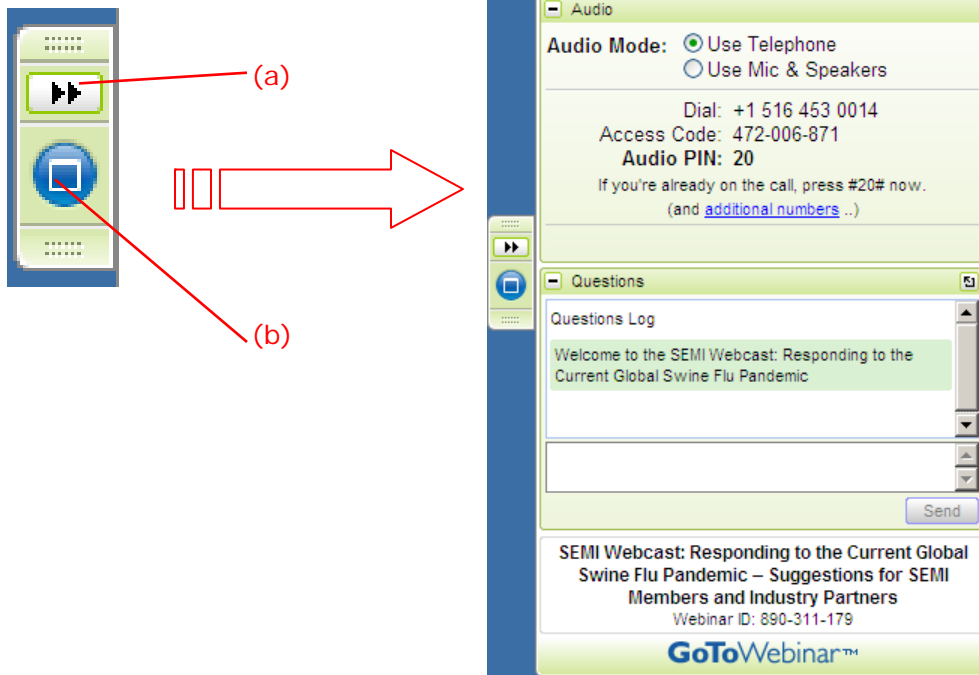
- Your questions may be answered during the webcast, depending on time availability.
  - Please use proper spelling and grammar. Please submit simple questions.

---

## G) Using the Control Panel

13) If the Control Panel disappears, look for the **Grab Tab** and click on the Double Arrows (a) to expand the Control Panel.

### Grab Tab

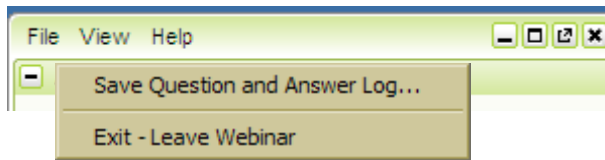


14) To maximize the viewing window, look for the **Grab Tab** and click on the blue box (b).

---

## H) Leaving the Webinar

15) Click **File** on the Control Panel and select **Exit – Leave Webinar** to exit a session.



- If you accidentally end the Webcast or you loose connectivity, please click on the web-link that was emailed to you. You will then be connected to the Webcast already in progress.

---

## I) Presentation Materials

Presentation materials will be posted on the original SEMI webpage that announced the webcast. The webcast will be recorded and made available on the internet for playback at your convenience, on the same webpage.

---