

# Quick guide – webinar preparation



## Check your Internet connection

- Ensure that you have a stable internet connection (WLAN or ideally LAN).
- If possible, deactivate the VPN connection. You do not need a BKU (W)Lan.  
EXCEPTION: In your webinar, you need access to a system that requires a VPN connection or BKU (W)Lan (e.g. SAP, ASES, PeopleSoft, eTime).



## Set up your workstation

- Dial in from your PC workstation or laptop so that you can see everything clearly. It is also possible to dial in from a smartphone or tablet. In many cases, however, this is not permitted.
- It is best to use a USB headset. Wireless headsets or mobile phone headphones may not be able to establish an audio connection.



**Don't forget about yourself!**  
Remember to be a good host to yourself:

- Stock up on coffee, tea, water and a snack.
- Ensure that your workstation is as quiet as possible.
- Have a pen and paper ready to take notes.
- Take regular (screen) breaks.
- Set up a workstation where you feel comfortable.






## Final preparations

- Check your battery level and ensure you have power.
- Suspend any software updates for the duration of the webinar.
- Close all unnecessary applications (Outlook, Jabber, etc.).
- Dial in fifteen minutes beforehand to perform a technology check.
- Where appropriate, avail of any technology checks offered to you.



## Call options with a webinar tool

 Microsoft Teams	web browser app (mobile/desktop)
 Cisco WebEx Meeting & Training	web browser, telephone dial-in app (mobile/desktop)
 vitero virtual team room	web browser (preferably Google Chrome) telephone dial-in
 YuLinc web conferencing solutions	web browser (preferably Google Chrome) app (mobile/desktop)



Good luck from the DB Training team!