

How-to: Webinar Guide for Participants

Webinar preparation

Participation in webinars

You can attend the webinar on your PC, laptop, tablet or smartphone. If the organizer has activated telephone dial-in, you can also follow the webinar via your telephone.

List of supported browsers

Use the latest version of the following browsers to successfully participate in webinars by edudip next: Apple Safari, Mozilla Firefox or Google Chrome. If a browser is not supported, passive participation via the webcast is possible. A list of supported browsers can be found [here](#).

Browser software and operating system update

The edudip next webinar software is browser-based, therefore outdated software can lead to technical problems. For reasons of security and compatibility, you should regularly update your browser software and operating system to the latest version.

Stable internet connection

For stable image and sound transmission, participation in webinars via an Ethernet connection is preferable to participation via WIFI. As a participant, you also need sufficient bandwidth and a download speed of at least 16 Mbits / second for optimal transmission. If you are an active participant and also transmit video and sound, an upload speed of around 3-5 Mbits / second is recommended.

Basic technical equipment

In order to make webinars interactive, the moderator can activate the video and audio transmission for 4 to 10 participants, depending on the subscription. If you want to transmit your video, we recommend using a webcam or the internal camera of your device. In addition, it is advisable to use a headset with a microphone so that any disturbing sounds can be avoided while transmitting audio.

Registration for the webinar

Webinar invitation

You will be directed to the registration landing page via the website of the organiser or you will receive a webinar invitation by email with a description of the webinar content, date and time as well as a web link to the registration page of the online event.

Registration for the event

On the registration landing page of the webinar, register as a participant with your first name, last name, email address and, optionally, further information that the organiser can request individually. Enter your details in the registration form and select [„Register now“](#). Registration is not possible if all available participation places are already occupied or if the organiser has set a registration deadline for the webinar, which has already expired.

Registration confirmation

After registering for the webinar, you will receive a registration confirmation by email. To enter the webinar, click on the [„Enter webinar room“](#) button or simply copy the link below the button and paste it into the address bar of your browser. The link is only intended for you, so do not share the link with third parties.

The Lobby „Webinar will start shortly“

After entering the webinar room, you will find yourself in the waiting area of the webinar room, also known as the lobby. Please wait there until the webinar starts.

Allow access to your devices

If the moderator makes you a co-moderator or an active participant, you will be asked if you wish to activate your devices, including your camera and microphone. Fill out the boxes you want and then select [„Activate devices“](#). The system check in the webinar room ensures that the camera and microphone are connected and recognised by the system. Note that web browsers often have blocked websites from accessing the camera and microphone by default. A website can only access your camera or microphone if you have also given access rights to the desired devices in your browser settings.

Telephone dial-in

If the organiser has activated the telephone dial-in, you can also follow the webinar on your telephone. Use the country-specific dial-in number and your individual PIN from the confirmation or reminder email of the webinar.

How to avoid video and sound transmission problems

Close unnecessary applications

For the most trouble-free participation in the webinar, it is necessary to close other applications and browser tabs as far as possible. These include, for example, Facebook, Skype, Youtube or programs that use CPU and RAM for processing the webinar participation. In addition, applications that access the multimedia devices such as cameras and microphones should be closed so that they are not blocked.

Download and upload speed

If you as a participant have slow internet connection or router problems, this can lead to technical problems. If you can see and hear other participants well, but your own picture or sound is poorly transmitted, it may be because the download speed of your Internet contract is sufficient, but the upload speed is too slow. Check the available bandwidth in advance.

Interference in video and image transmission

If you have problems with the transmission of the webinar as an active participant, then briefly refresh your browser window or open the webinar again via the corresponding link. If there are problems with sound transmission due to your slow internet connection, it is recommended to deactivate the video transmission. Participants who have not activated their video will automatically see their profile picture instead. The profile picture automatically generated by edudip next in advance consists of the initials of your name. Click on the menu item „[Settings](#)“ in your dashboard to change your profile picture if desired.