

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

WEBINAR – Getting Started x

https://www.sdpScotland.co.uk/events/webinar-5/

Supplier Development Programme Helping You Bid Better

EVENTS & TRAINING

RESOURCES

NEWS

ABOUT

REGIONS

MY ACTIVITY CENTRE

The Programme Events Diary Online Learning

LOGOUT Search

WEBINAR – Getting Started – Module1 – Introduction to Working with the Public Sector

Upcoming

September 2, 2015
4:00 pm - 4:30 pm

BOOK THIS FREE EVENT NOW

Qty*
1

* Please note that a maximum number of 5 tickets can be booked for this event.

Book Now

Please register your interest in attending an SDP webinar via the events diary www.sdpScotland.co.uk

Mark of Tendering? Not sure where to start?

start?

- Sustainability Benefits

Hello,

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

To join the online event

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, 30 April 2018 9:30, GMT Summer Time (London, GMT+1)

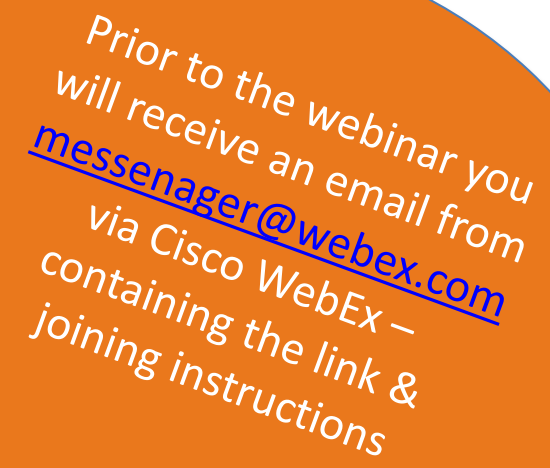
Event number: |

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
messenger@webex.com
via Cisco WebEx –
containing the link &
joining instructions

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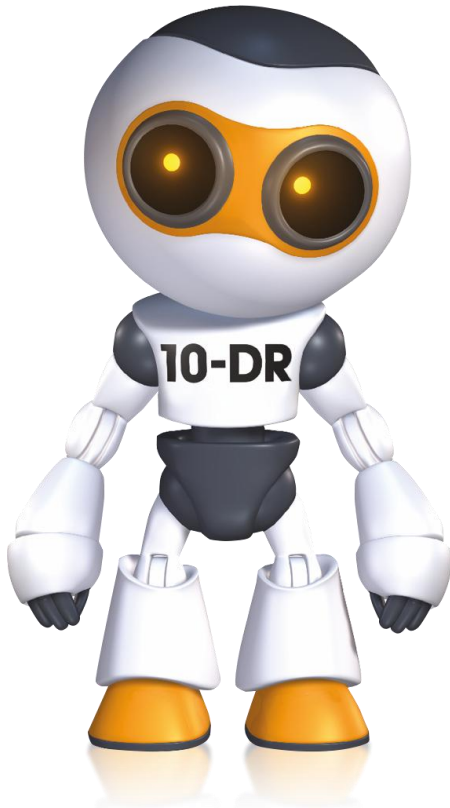
Event address for attendees: <https://sdpScotland.webex.com/sdpScotland/onstage/g.php?MTID=ec0cec8736c1>:

For assistance please contact SDP Scotland at:

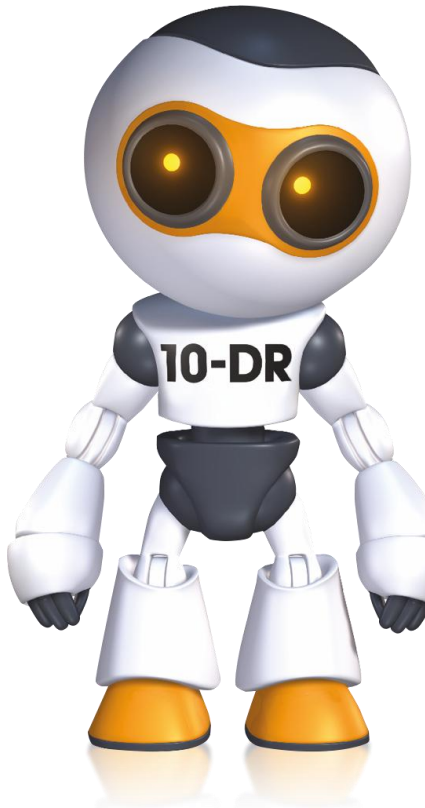
info@sdpScotland.co.uk



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



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



then...
Run a temporary
application

Having trouble joining?

Try one of these options:

Recommended

- [Run a temporary application](#) to join this meeting immediately.
- [Use Java](#) to join your meeting.



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

Do you want to run or save **,sdpscotland,93707848791362250,525456362,EC,112045373,SDJTSwAAAAQ4iOgi6MvqO.....exe** (1.06 MB) from **sdpscotland.webex.com**? ✕

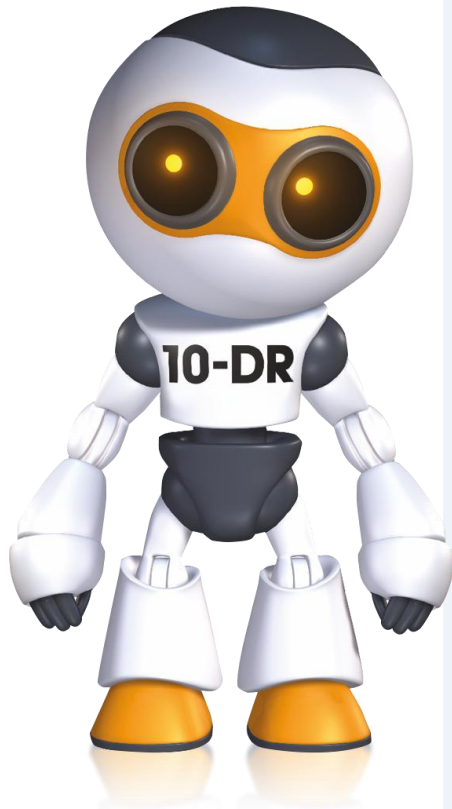
 This type of file could harm your computer.

Run

Save



Cancel



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 the host provided.

Event Number:

Hello,

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

To join the online event

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, 30 April 2018 9:30, GMT Summer Time (London, GMT+01:00)

Event number:

Event password: attendee

Event address for attendees: <https://sdpscotland.webex.com/sdpscotland>

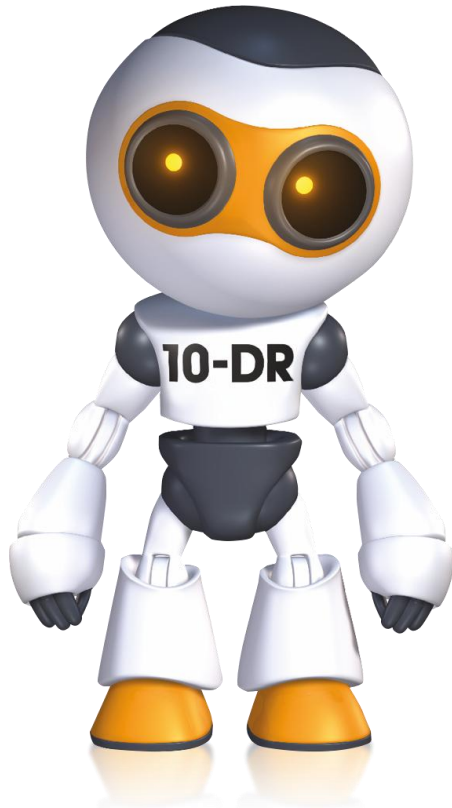
For assistance please contact SDP Scotland at:

info@sdpscotland.co.uk

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



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	<div>Event status: Started Date and time: Tuesday, 24 May 2016 13:30 GMT Summer Time (London, GMT+01:00) Change time zone Duration: 1 hour Description: By joining this event, you are accepting the Cisco WebEx Terms of Use and Privacy Statement.</div> <div>Input your name & email address then click to JOIN</div> <div><div>Join Event Now</div><p>To join this event, provide the following information.</p><p>First name: <input type="text" value="SDP"/></p><p>Last name: <input type="text" value="Scotland"/></p><p>Email address: <input type="text" value="info@sdpScotland.co.uk"/></p><p>Event password: <input type="password"/></p><div>Join Now</div></div>				



Cisco WebEx Meetings - Supplier Development Programme's WebEx Meeting

File Edit Share View Audio Participant Meeting Help

Quick Start Meeting Info + New Whiteboard

Supplier Development Programme's WebEx Meeting

Host: Supplier Development Programme
Meeting number: 236 708 991

Leave Meeting

Call Using Computer

Share Screen

Invite & Remind

Copy Meeting URL

Participants

Speaking:

FG (me)

Supplier Development Programme (Host)

Choose your preferred method for audio

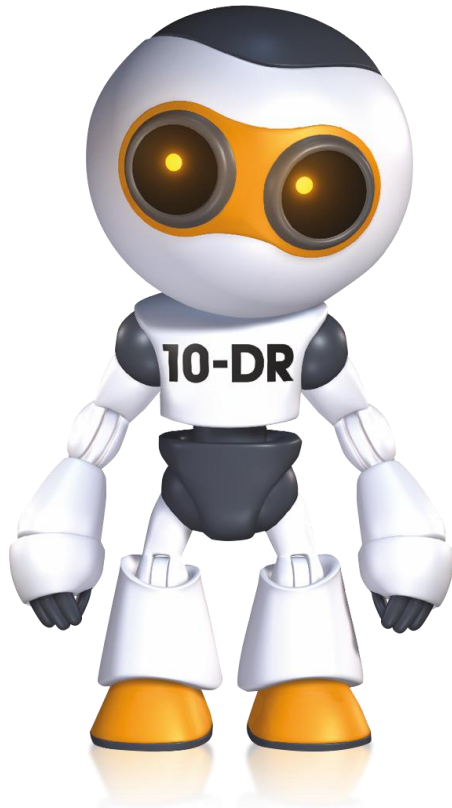
Send to: Supplier Development Programme (Host & Presenter)

Select a participant in the Send to menu first, type chat message, and send...

Send

Cisco

Connected



Cisco WebEx Meetings - Supplier Development Programme's WebEx Meeting

File Edit Share View Audio Participant Meeting Help

Quick Start Meeting Info + New Whiteboard

Participants Chat Recorder

Supplier Development Programme's WebEx Meeting

Host: FG
Meeting number: 236 708 991

Record End Meeting

Audio Connection X

I Will Call In

Call Using Computer
[Test computer audio](#)

More

Share Screen

Invite & Remind

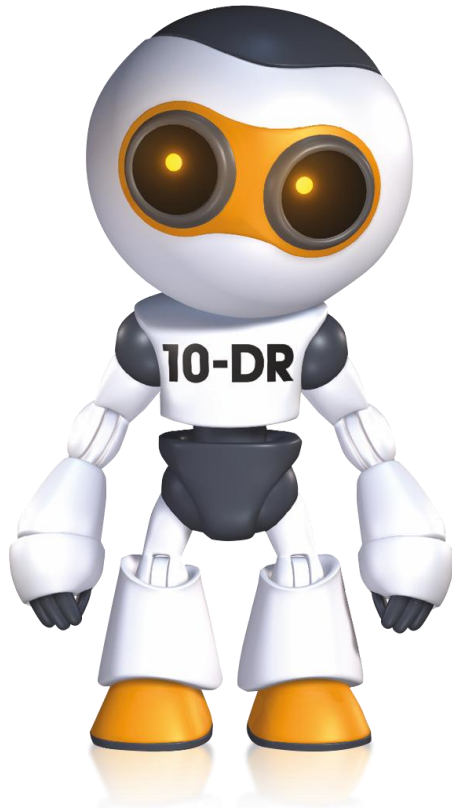
Copy Meeting URL

by PC if you have active speakers and a microphone or

Send to: --- Please Select ---

Select a participant in the Send to menu first, type chat

Send



Cisco WebEx Meetings - Supplier Development Programme's WebEx Meeting

File Edit Share View Audio Participant Meeting Help

Quick Start Meeting Info + New Whiteboard

Participants Chat Recorder

Supplier Development Programme's WebEx Meeting

Audio Connection

1. Call
+44-203-478-5289 (UK Domestic Toll)
2. Enter this access code:
236 708 991 #
3. Enter your Attendee ID:
239 #

More

Share Screen

Invite & Remind

Copy Meeting URL

Participants

Speaking:

FG (Host, me)

Dial in to the meeting using a telephone (with our without a headset).... you decide

Send to: --- Please Select ---

Select a participant in the Send to menu first, type chat message, and send...

Send

www.sdps

Stop Sharing

Pause Share Assign Audio Participants Chat Recorder Annotate

You are sharing your screen.

Supplier Development Programme

Helping You Bid Better

Supplier Development Programme

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To access the drop down menu bar, hover your mouse at the top of the screen

Supplier Development Programme (SDP)

www.sdpscotland.co.uk

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Stop SharingPauseShareAssignAudioParticipantsChatRecorderAnnotate

You are sharing your screen.

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Supplier
Development
Programme

Helping You Bid Better



Chat

The 'chat' box is located in the menu bar, to enable you to ask questions

Send to: Everyone

Send

Supplier Development Programme (SDP)

WWW.S

Stop Sharing

Pause

Share

Assign

Audio

Mute Me

Participants

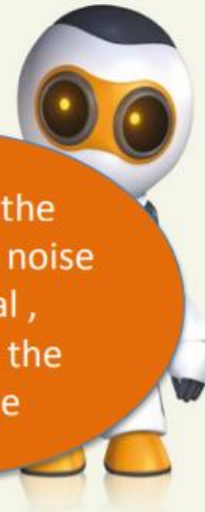
Chat

Recorder

Annotate

You are sharing your screen
Unmuted

Supplier
Development
Programme
Helping You Bid Better



To ensure the
back ground noise
is minimal ,
please use the
Mute Me

Supplier Development Programme (SDP)



Supplier Development Programme

Now you can **sit back** and **relax**.
The presentation will be visible
on your screen and you will be
able to hear the presenter.

Please call the SDP team if you
would like to a trial run prior to
the live webinar...it will only take a
few minutes to familiarise yourself
with the technology when we do it
together.

01698 454890



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