

Event Registration Site *and* 'GoToWebinar' User Guide



Use the arrows to navigate through sections of this document



Click the 'contents' icon to return to the contents page at any time



Click the 'home' icon to return to this page at any time



Introduction

The purpose of the Event system is to allow affiliate Event Managers to set up and manage their events and run reports on the number of registrants. The Event system comprises of the following:

- Event registration set up
- GoToWebinar set up

Please ensure you have read CO-09-POL-EU before organising a webinar or virtual meeting with healthcare professionals/ other relevant decision makers.

Please note: labelled pop-up images have been included, to help highlight detail within this guide.



Event Registration

- Step 1** Create a new event
- Step 2** Create the event page
- Step 3** Set up for 'Webinar only' meetings
- Step 4** Set up for 'Hybrid' meetings
- Step 5** Generate screenshots to support the approval process

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Event Registration Site Guidance



Introduction

Event Registration

GoToWebinar

Step 1 Create a new event

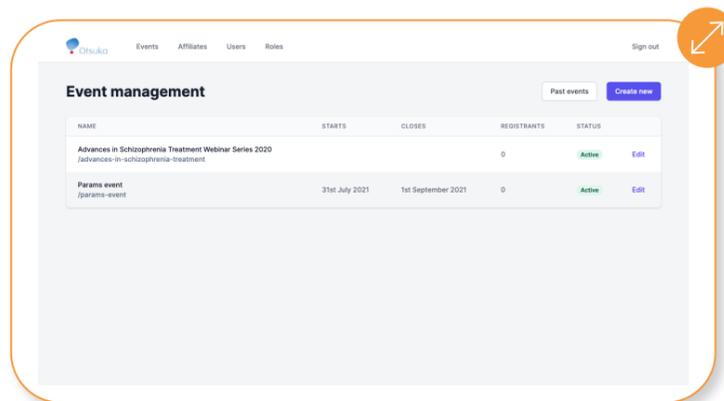
1.1 To access the event registration site please click on the link below:

<https://www.otsuka-events.com/admin>

Please note: If you do not have access, contact Debbie Young (Digital Strategy Director OPEL).

1.2 Click '**Create new**' to create a new event

Please note: each event registration page can contain one or more webinar session (e.g a series of events either on the same date or on different dates)



Step 2 Create the event page

(Event Name, Type [Webinar only or Hybrid], Platform [if required], URL, Description and Theme)

Complete all required fields(*) on the Create event page and once complete click the '**Save**' button. *Please note: if you are copying text from another document, please use Ctrl/Shift/v - this removes any formatting.*

The 'URL Slug' is the text that will be displayed in the link to the event i.e. otsuka-events.com/uk/event/. This field is automatically populated from the 'Name' field of the event. You are able to edit the URL slug.

The date of preparation and job code details, from Promomats, should always be entered before publishing an event.

If the event is of a promotional nature please tick the '**Promotional**' selection box to add the Prescribing Information/SmPC to the event registration page.

If 'Webinar only' is selected as the Meeting Type, the following tabs are available for the event creation:

- Details
- Webinars
- Settings
- Emails
- Screenshots
- Reports

For further information about Webinar only meetings, please refer to Step 3 (A-D).

If 'Hybrid' is selected as the Meeting Type, the following tabs are available for the event creation:

- Details
- Agendas
- Agenda Items
- Settings
- Emails
- Screenshots
- Reports

For further information about Hybrid meetings, please refer to Step 4 (A-E).





Event management

Past events

Create new

← 1.2

NAME	STARTS	CLOSES	REGISTRANTS	STATUS	
Advances in Schizophrenia Treatment Webinar Series 2020 /advances-in-schizophrenia-treatment			0	Active	Edit
Params event /params-event	31st July 2021	1st September 2021	0	Active	Edit



Introduction

Event Registration

GoToWebinar

Step 3 Set up for 'Webinar only' meetings...

3A: Create your webinar: adding a speaker and event date/time (webinar only meetings)

Click on the 'Webinars' tab. Complete all required fields (*) on the create webinar page; for the 'Event type' select one of the following:

'Webcast' - a webcast allows delegates to view and listen to an event, and only interact with the host via Q&A.

← 'Standard' - a standard meeting is a fully interactive event (two-way audio and video).

Once all fields within the tab are complete, click the 'Save' button.

Please note: once an event has been saved, the following fields will be automatically updated on the GoToWebinar platform.

- Title/name
- Webinar date and time

Each new webinar session will correspond to a different webinar event.

3B: Confirm the details in the compliance settings tab (webinar only meetings)

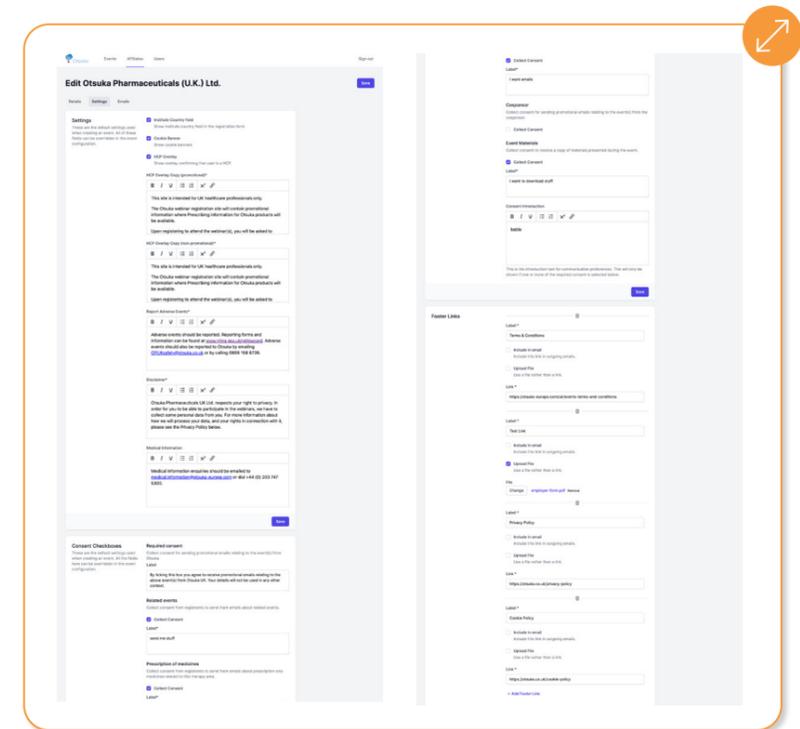
The 'Settings' tab will be pre-populated with information agreed with local affiliate teams and system administrators, as detailed below.

Please note: any changes to the fields on this tab will only be made for this event. The settings tab for a new event will contain the original information set by the administrator.

- Institute country field
- HCP overlay copy
- Report adverse events
- Disclaimer
- Medical information
- Consent checkboxes - the use of these checkboxes should be approved by your local compliance lead/ DPO and a process should be put in place to manually add any email/remote meeting consent captured to Veeva (please speak to Debbie Young to discuss options)

- Consent will be flagged in the event reports against each registration and is manageable both from the affiliate settings section or within the individual event's settings
- Job bag numbers and date of preparation for overlay and calendar invite
- Footer links (please see section labelled footer links guide for more details)

Please click the 'save' button if you edit any of these fields.





Events Affiliates Users

Sign out

Edit Otsuka Pharmaceuticals (U.K.) Ltd.

Details Settings Emails
Save

Settings

These are the default settings used when creating an event. All of these fields can be overridden in the event configuration.

- Institute Country field**
Show institute country field in the registration form
- Cookie Banner**
Show cookie banners
- HCP Overlay**
Show overlay confirming that user is a HCP.

HCP Overlay Copy (promotional)*

B I U [List] [Link] [Image]

This site is intended for UK healthcare professionals only.

The Otsuka webinar registration site will contain promotional information where Prescribing information for Otsuka products will be available.

Upon registering to attend the webinar(s), you will be asked to

HCP Overlay Copy (non-promotional)*

B I U [List] [Link] [Image]

This site is intended for UK healthcare professionals only.

The Otsuka webinar registration site will contain promotional information where Prescribing information for Otsuka products will be available.

Upon registering to attend the webinar(s), you will be asked to

Report Adverse Events*

B I U [List] [Link] [Image]

Adverse events should be reported. Reporting forms and information can be found at www.mhra.gov.uk/yellowcard. Adverse events should also be reported to Otsuka by emailing OPUKsafety@otsuka.co.uk or by calling 0808 168 6726.

Disclaimer*

B I U [List] [Link] [Image]

Otsuka Pharmaceuticals UK Ltd. respects your right to privacy. In order for you to be able to participate in the webinars, we have to collect some personal data from you. For more information about how we will process your data, and your rights in connection with it, please see the Privacy Policy below.

Medical Information

B I U [List] [Link] [Image]

Medical information enquiries should be emailed to medical.information@otsuka-europe.com or dial +44 (0) 203 747 5300.

Save

Consent Checkboxes

These are the default settings used when creating an event. All the fields here can be overridden in the event configuration.

Required consent

Collect consent for sending promotional emails relating to the event(s) from Otsuka.

Label

By ticking this box you agree to receive promotional emails relating to the above event(s) from Otsuka UK. Your details will not be used in any other context.

Related events

Collect consent from registrants to send them emails about related events.

Collect Consent

Label*

send me stuff

Prescription of medicines

Collect consent from registrants to send them emails about prescription only medicines related to this therapy area.

Collect Consent

Label*

i want emails

Cosponsor

Collect consent for sending promotional emails relating to the event(s) from the cosponsor.

Collect Consent

Event Materials

Collect consent to receive a copy of materials presented during the event.

Collect Consent

Label*

I want to download stuff

Consent Introduction

B I U [List] [Link] [Image]

babla

This is the introduction text for communication preferences. This will only be shown if one or more of the required consent is selected below.

Save

Footer Links

Label *

Terms & Conditions

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

<https://otsuka-europe.com/uk/events-terms-and-conditions>

Label *

Test Link

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

File

Change [employer-form.pdf](#) Remove

Label *

Privacy Policy

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

<https://otsuka.co.uk/privacy-policy>

Label *

Cookie Policy

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

<https://otsuka.co.uk/cookie-policy>

[+ Add Footer Link](#)

Footer Link Order

Drag the links in to the desired order

- ☰ Terms & Conditions
- ☰ Test Link
- ☰ Privacy Policy
- ☰ Cookie Policy

Save

3C: Confirm the text in the registration and event reminder emails (webinar only meetings)

The '**Emails**' tab will contain two emails that have been pre-populated with text set by the system administrators.

Registration email: this email will be automatically issued when the recipient registers for an event.

Reminder email: this email will automatically be sent 7 days before an event, as a reminder to those that have registered and again 24 hours before.

(Please note: if a recipient unsubscribes from the registration email, they will not receive the reminder emails).

Any changes made to the emails will only be relevant to this event. The '**Emails**' tab for a new event will contain the original data set by the administrator.

Webinar calendar: this calendar invite text will be used if the recipient selects '**add to calendar**' from the registration or reminder emails.

Tags can be inserted using the tag dropdown in Rich Text Editor. The tags will be replaced with content when viewing the email:

{{webinar.name}}

{{webinar.date}}

Speakers: {{webinar.speaker_list}}

To include all speakers, use the below code:

{{#webinar.speakers}}

{{name}}

{{description}}

{{/webinar.speakers}}

Job bag numbers and date of preparation for both emails should be added.

You can '**preview**' and '**send**' emails to yourself, before it reaches the intended audience.

Please click the '**Save**' button if you edit any of the fields.

The screenshot displays the 'Emails' configuration page for a webinar. It features two email templates: 'Webinar Registration Email' and 'Webinar Reminder Email'. Each template includes a subject line, a rich text editor with a 'Tags' dropdown, and a 'Send' button. The 'Webinar Registration Email' subject is 'Otsuka Webinar registration confirmation: {{webinar.name}}'. The 'Webinar Reminder Email' subject is 'Reminder: Otsuka Webinars, {{webinar.name}}'. Both templates have a 'Date of preparation' field set to 'September 2020'. The 'Webinar Registration Email' has a 'Job code' field set to 'UK-AM-2000081'. The 'Webinar Reminder Email' has a 'Job code' field set to 'UK-AM-2000092'. The interface also shows a 'Publish' button, a 'Preview' button, and a 'Copy live url' button. Arrows point to the 'Send' and 'Save' buttons in both email templates.



3D: Preview and publish the event (webinar only meetings)

After the webinar has been saved, new functions (**Preview** and **Publish**) will be available in the webinar tab.

Preview allows you to view the event on the Otsuka Event Portal.

Once the preview URL has been approved by the local signatory, you can publish the event (this generates the live URL link – the link that should be used for Promomats certification).



3.1 'Go to event site' – this link will take you to the live event registration site

3.2 'Copy preview URL for approval' – this link copies the preview URL link (to allow you to paste it into Promomats for approval)

3.3 'Copy live URL' – this link copies the live URL link (to allow you to paste it into

Promomats for final certification)

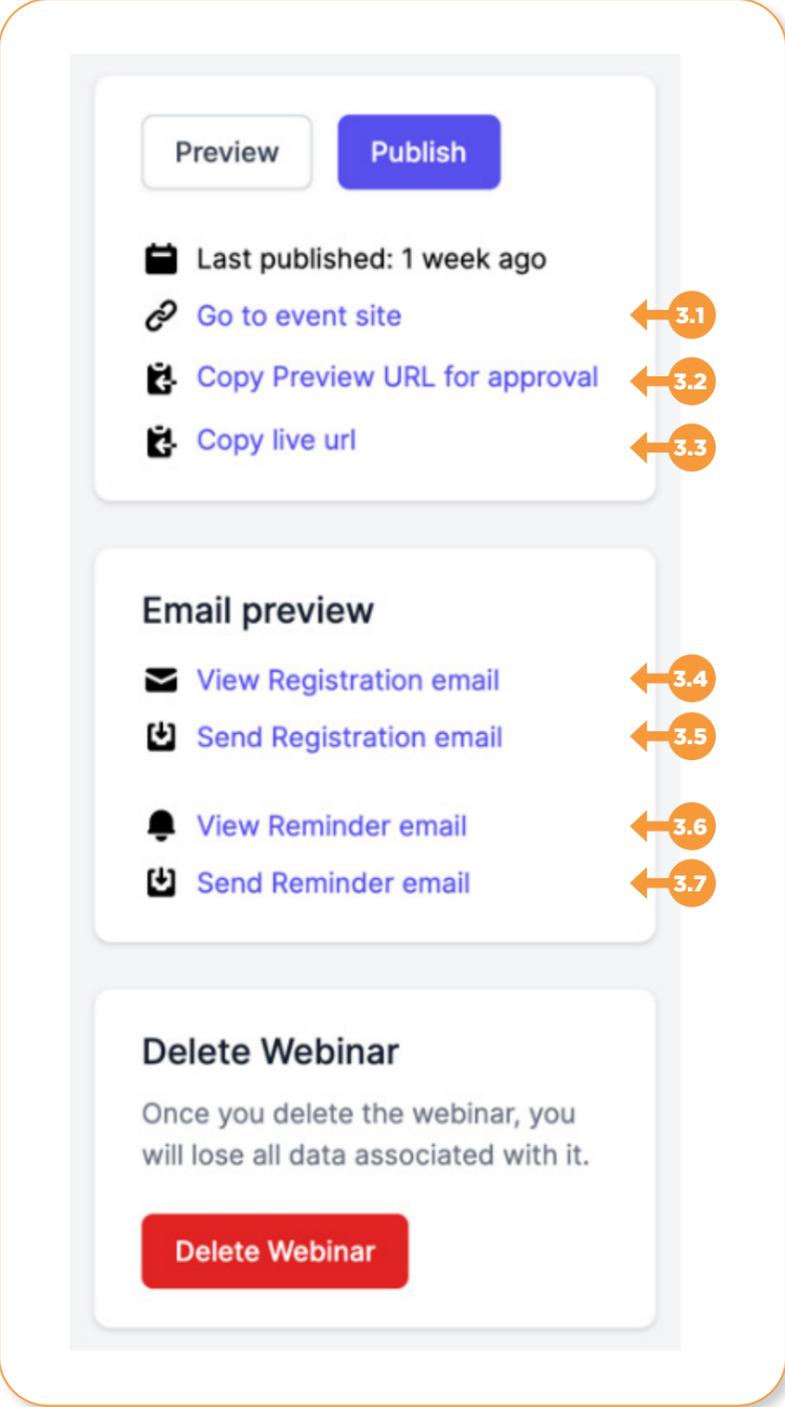
3.4 'View registration email' – this link will open an example of the registration email

3.5 'Send registration email' - this link will send an example of the registration email. The example will be sent to the email address of the logged-in user. This email can be uploaded into Promomats for approval

3.6 'View reminder email' - this link will open an example of the registration email. This is automatically generated from the information on the event registration portal

3.7 'Send reminder email' - this link will send an example of the reminder email. The example will be sent to the email address of the logged-in user. This email can be uploaded into Promomats for approval

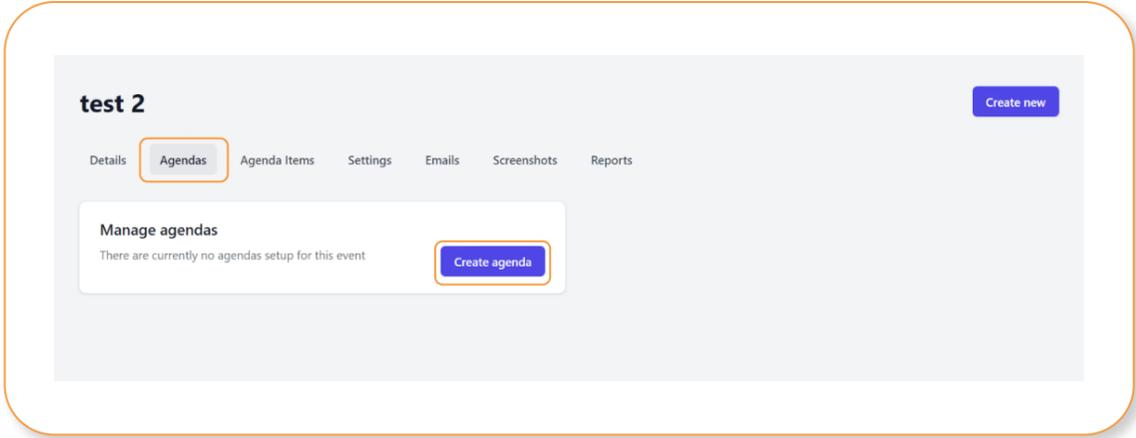
Please now jump to Step 5 'Generate screenshots to support the approval process'



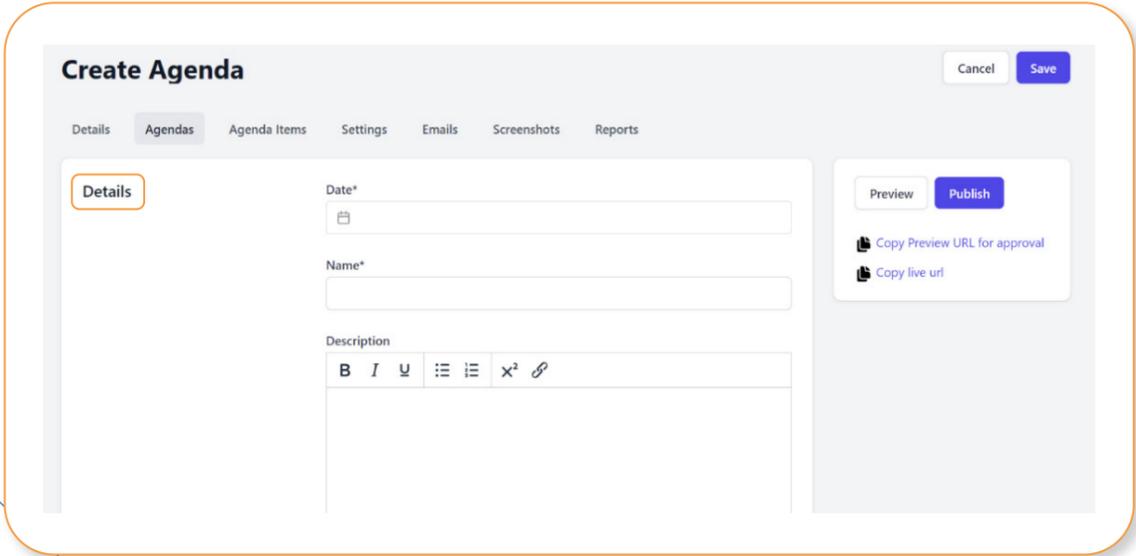
Step 4 Set up for 'Hybrid' meetings...

4A: Complete the 'Agendas' tab (hybrid meetings)

Select the 'Agendas' tab and click 'Create agenda'.

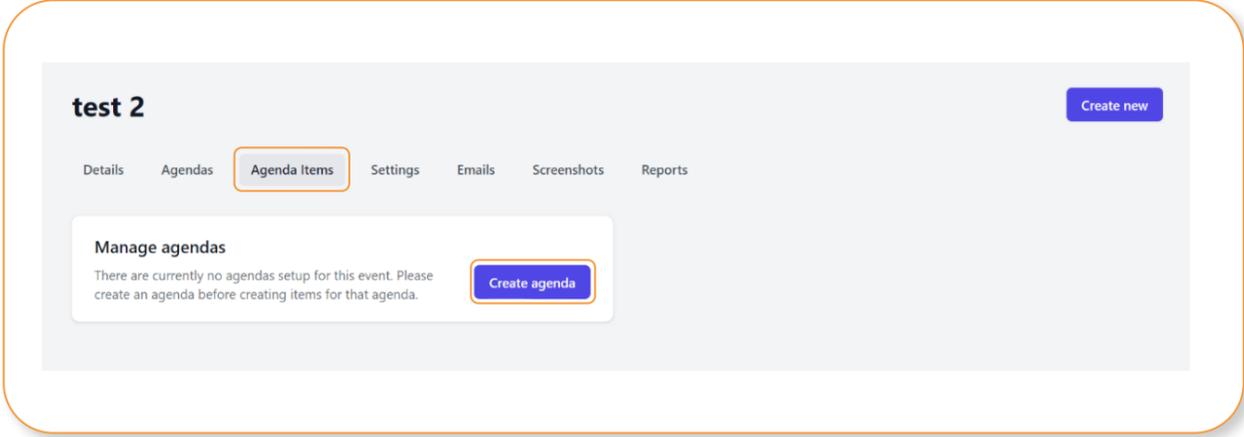


Fill out all the required details.



4B: Complete the 'Agenda Items' tab (hybrid meetings)

Select the 'Agenda Items' tab and click 'Create agenda'.



Create individual sessions:

The screenshot shows a 'Sessions' form with the following fields and options:

- Agenda***: A dropdown menu with the selected value '04/Sep/2023 - Abilify Maintena Talk'.
- Starts***: A date and time picker showing '14:00 GMT+1'.
- Ends***: A date and time picker showing '16:00 GMT+1'.
- Location**: A text input field containing 'Room 1'.
- Attendees must RSVP**
- Seats**: A text input field containing '50'.
- Session is available online**
- Event type***: A dropdown menu with the selected value 'Webcast'.
- [+ Add Session](#)
- Save** button

Orange callout boxes with arrows point to the following fields:

- Agenda*
- Location
- Attendees must RSVP
- Seats
- Session is available online
- Event type*

Here you can specify the agenda for the session.

Here you can specify the room in which the session will take place - although this is not mandatory.

You can also specify the number of people attending & whether the session will be online.



Please note: If you don't click '**Attendees must RSVP**' then the end time can be removed if needed.

The screenshot shows a 'Sessions' form with the following fields and options:

- Agenda***: 04/Sep/2023 - Abilify Maintena Talk
- Starts***: 12:00 GMT+1
- Ends**: (empty field)
- Location**: Room 2
- Attendees must RSVP
- Session is available online
- [+ Add Session](#)
- Bottom bar: There are some unsaved changes [Save](#)

Orange arrows highlight the 'Attendees must RSVP' checkbox and the 'Ends' field.

Important: Don't forget to add the location of the event and the chairs

The screenshot shows two sections of the form:

- Location**: You haven't added any location yet. [Add Location](#) [Save](#)
- Chairs**: Please add new chairs. [+ Add New Chairs](#) [Save](#)

An orange arrow points to the 'Location' section.

4C: Confirm the details in the compliance settings tab (hybrid meetings)

The 'Settings' tab will be pre-populated with information agreed with local affiliate teams and system administrators, as detailed below.

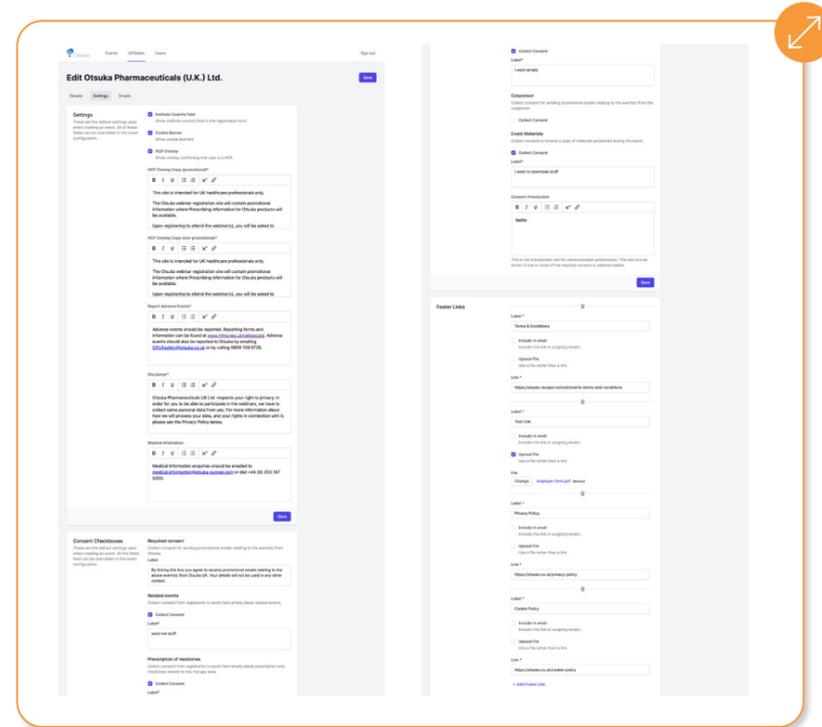
Please note: any changes to the fields on this tab will only be made for this event. The settings tab for a new event will contain the original information set by the administrator.

- Institute country field
- HCP overlay copy
- Report adverse events
- Disclaimer
- Medical information



- Consent checkboxes - the use of these checkboxes should be approved by your local compliance lead/ DPO and a process should be put in place to manually add any email/remote meeting consent captured to Veeva (please speak to Debbie Young to discuss options)
- Consent will be flagged in the event reports against each registration and is manageable both from the affiliate settings section or within the individual event's settings
- Job bag numbers and date of preparation for overlay and calendar invite
- Footer links (please see section labelled footer links guide for more details)

Please click the 'save' button if you edit any of the fields.





Otsuka
Events Affiliates Users
Sign out

Edit Otsuka Pharmaceuticals (U.K.) Ltd.

Details Settings Emails
Save

Settings

These are the default settings used when creating an event. All of these fields can be overridden in the event configuration.

- Institute Country field
Show institute country field in the registration form
- Cookie Banner
Show cookie banners
- HCP Overlay
Show overlay confirming that user is a HCP.

HCP Overlay Copy (promotional)*

B I U [List] [Link] [Image]

This site is intended for UK healthcare professionals only.

The Otsuka webinar registration site will contain promotional information where Prescribing information for Otsuka products will be available.

Upon registering to attend the webinar(s), you will be asked to

HCP Overlay Copy (non-promotional)*

B I U [List] [Link] [Image]

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B I U [List] [Link] [Image]

Adverse events should be reported. Reporting forms and information can be found at www.mhra.gov.uk/yellowcard. Adverse events should also be reported to Otsuka by emailing OPUKsafety@otsuka.co.uk or by calling 0808 168 6726.

Disclaimer*

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Save

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Related events

Collect consent from registrants to send them emails about related events.

Collect Consent

Label*

send me stuff

Prescription of medicines

Collect consent from registrants to send them emails about prescription only medicines related to this therapy area.

Collect Consent

Label*

i want emails

Cosponsor

Collect consent for sending promotional emails relating to the event(s) from the cosponsor.

Collect Consent

Event Materials

Collect consent to receive a copy of materials presented during the event.

Collect Consent

Label*

I want to download stuff

Consent Introduction

B I U [List] [Link] [Image]

babla

This is the introduction text for communication preferences. This will only be shown if one or more of the required consent is selected below.

Save

Footer Links

Label *

Terms & Conditions

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

<https://otsuka-europe.com/uk/events-terms-and-conditions>

Label *

Test Link

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

File

Change [employer-form.pdf](#) Remove

Label *

Privacy Policy

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

<https://otsuka.co.uk/privacy-policy>

Label *

Cookie Policy

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

<https://otsuka.co.uk/cookie-policy>

+ Add Footer Link

Footer Link Order

Drag the links in to the desired order

- Terms & Conditions
- Test Link
- Privacy Policy
- Cookie Policy

Save



Introduction

Event Registration

GoToWebinar

4D: Confirm the text in the registration and event reminder emails (hybrid meetings)

The '**Emails**' tab will contain two emails that have been pre-populated with text set by the system administrators.

Registration email: this email will be automatically issued when the recipient registers for an event.

Reminder email: this email will automatically be sent 7 days before an event, as a reminder to those that have registered and again 24 hours before.

(Please note: if a recipient unsubscribes from the registration email, they will not receive the reminder emails).

Any changes made to the emails will only be relevant to this event. The '**Emails**' tab for a new event will contain the original data set by the administrator.

Tags can be inserted using the tag dropdown in Rich Text Editor. The tags will be replaced with content when viewing the email.

```

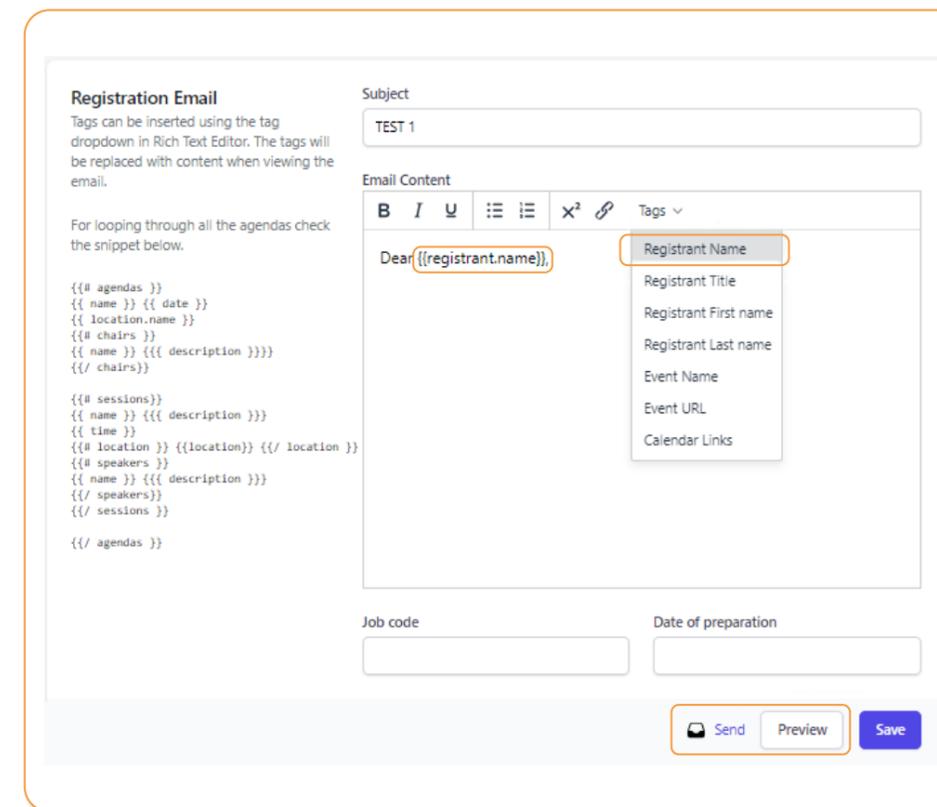
{{# agendas }}
{{ name }} {{ date }}
{{ location.name }}
{{ name }}
{{# chairs }}
{{ name }} {{{ description }}}
{{/ chairs}}
{{# sessions}}
{{ name }} {{{ description }}}
{{ time }}
{{# location }} {{location}} {{/ location }}
{{# speakers }}
{{ name }} {{{ description }}}
{{/ speakers}}
{{/ sessions }}
{{/ agendas }}

```

Job bag numbers and date of preparation for both emails should be added.

You can '**preview**' and '**send**' emails to yourself, before it reaches the intended audience.

Please click the '**Save**' button if you edit any of the fields.



4E: Preview and publish the event (hybrid meetings)

'Preview' allows you to view the event on the Otsuka Event Portal.

Once the preview URL has been approved by the local signatory, you can publish the event (this generates the live URL link - the link that should be used for Promomats certification).

After the event has been saved, new functions ('Preview' and 'Publish') will be available in the webinar tab.



4.1 'Go to event site' - this link will take you to the live event registration site

4.2 'Copy preview URL for approval' - this link copies the preview URL link (to allow you to paste it into Promomats for approval)

4.3 'Copy live URL' - this link copies the live URL link (to allow you to paste it into

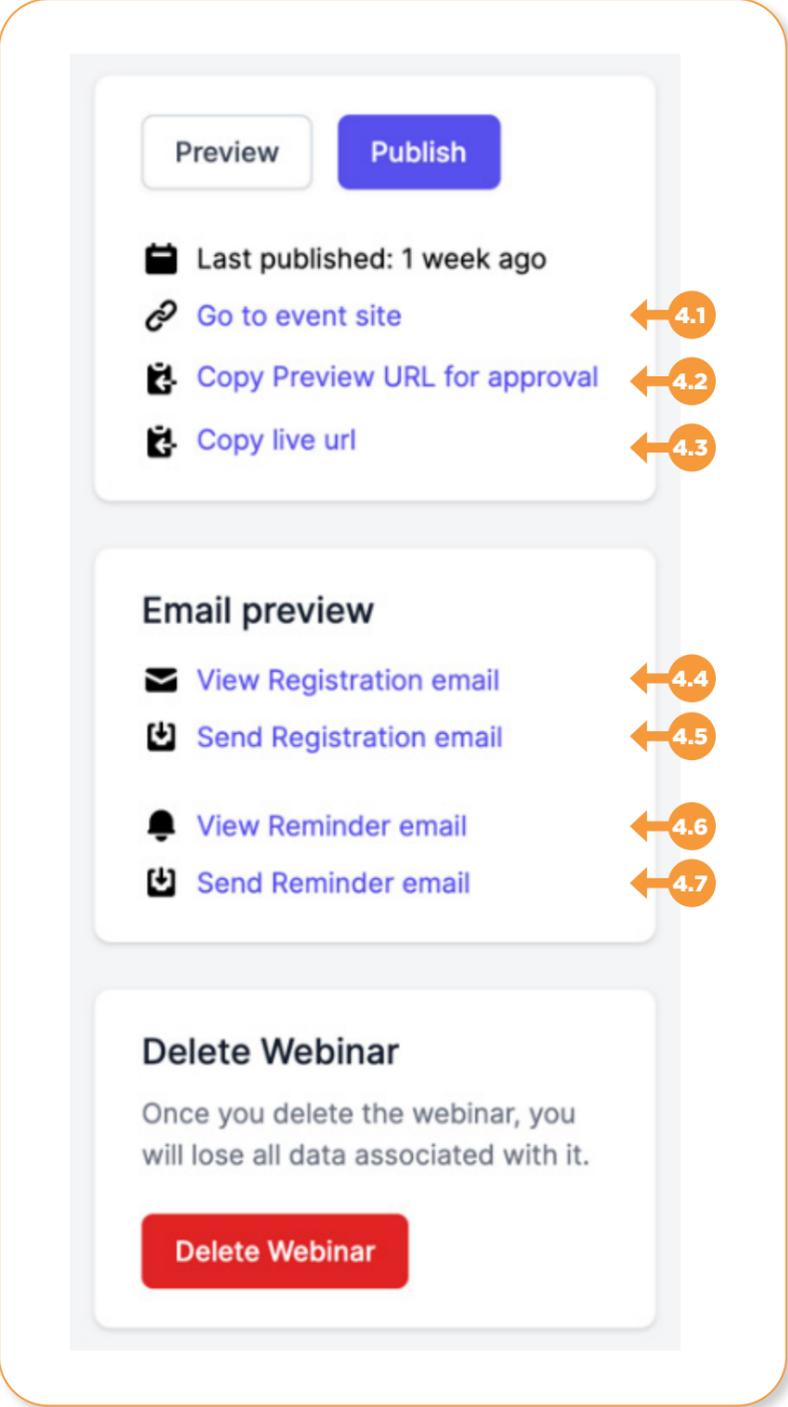
Promomats for final certification)

4.4 'View registration email' - this link will open an example of the registration email

4.5 'Send registration email' - this link will send an example of the registration email. The example will be sent to the email address of the logged-in user. This email can be uploaded into Promomats for approval

4.6 'View reminder email' - this link will open an example of the registration email. This is automatically generated from the information on the event registration portal

4.7 'Send reminder email' - this link will send an example of the reminder email. The example will be sent to the email address of the logged-in user. This email can be uploaded into Promomats for approval



Step 5 Generate screenshots to support the approval process

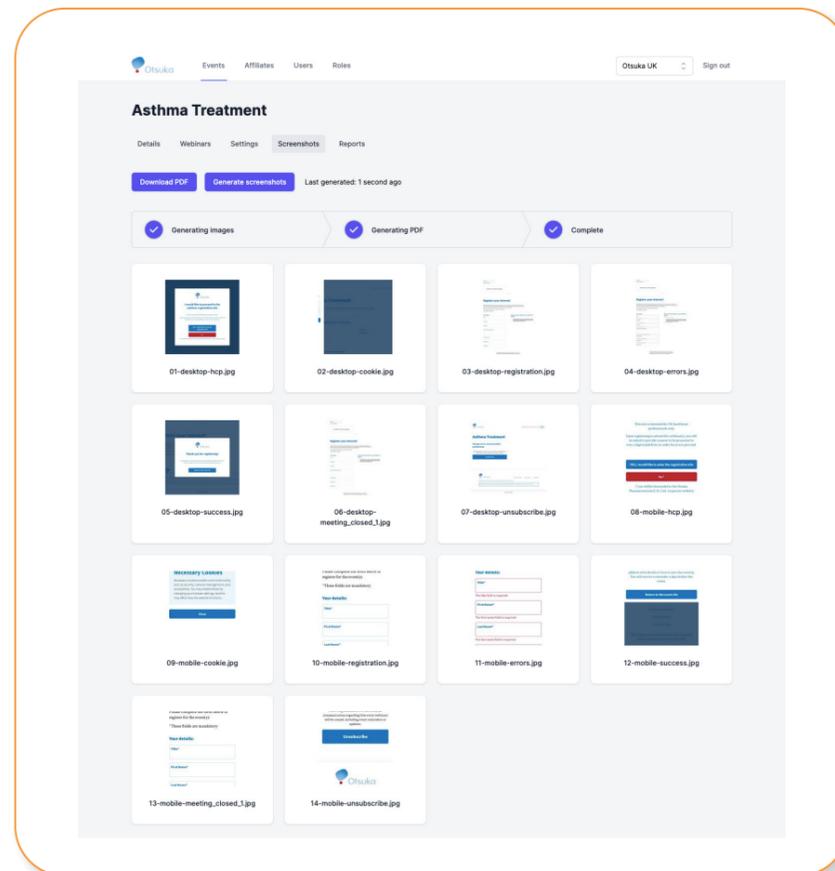
Generate screenshots by clicking the **'Generate screenshot'** button.

Please note: the button will create single-page jpegs as well as a PDF that contains all screenshots in one document.

To download a PDF document of all the generated screenshots click **'Download PDF'**.

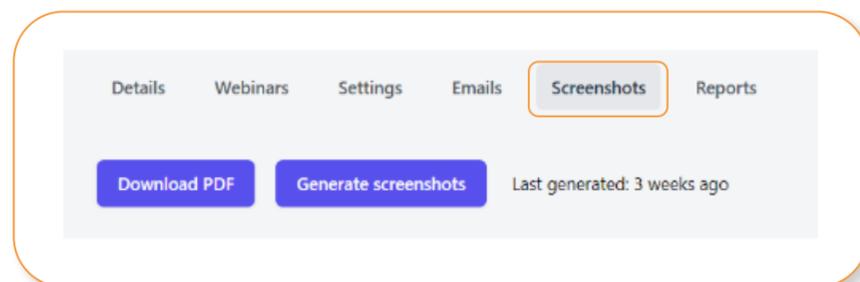
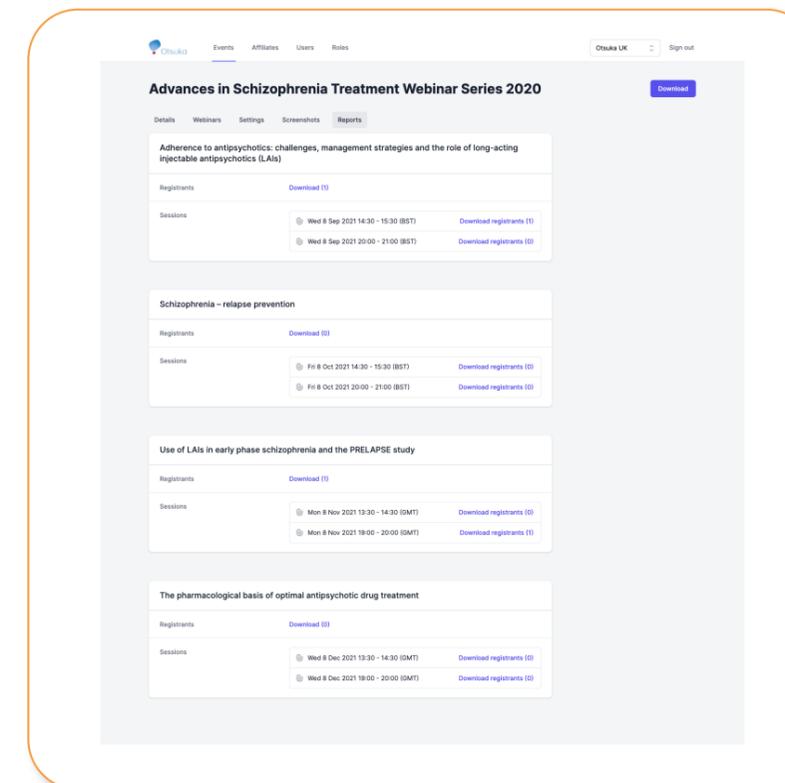
*Please note: if changes have been made you can generate new screenshots by clicking the **'Generate screenshots'** button.*

To view a single page, you can click on any of the tiles on the page and download them individually.



Registration reports

- To download a CSV with registration details for all webinar sessions of the event click the **'Download'** button
- To download a CSV with registration details for all the sessions of a specific webinar click the **'Download'** button
- To download a CSV with registration details for a specific session of a chosen webinar click the **'Download registrations'** button



Footer links guide

If the pre-set footer links are not appropriate for the event, there is the functionality to make the following amends within the affiliate's settings section:

1. Rename
2. Delete
3. Specify if the links are to be included in the automatic emails sent from the site (confirmation registration and reminder emails)
4. Make the link a downloadable file, by checking the box and then uploading the file
5. Link to a specific URL (please note: tick the box to include this in the email footer)
6. Add additional footer links
7. Reorder the footer links (drag and drop)

The screenshot displays the 'Footer Links' configuration page. It features three link entries, each with a trash icon for deletion. The first entry is 'Terms & Conditions' with the URL 'https://otsuka-europe.com/uk/events-terms-and-conditions'. The second is 'Privacy Policy' with 'https://otsuka.co.uk/privacy-policy'. The third is 'Cookie Policy' with 'https://otsuka.co.uk/cookie-policy'. Each entry includes checkboxes for 'Include in email' and 'Upload File'. Below the links is a '+ Add Footer Link' button and a 'Footer Link Order' section with a drag-and-drop interface showing the current order: Terms & Conditions, Privacy Policy, and Cookie Policy. A 'Save' button is located at the bottom right of the form.

Take event offline

After an event has been published it can now temporarily be taken offline.

- To take an event offline click the '**Take offline**' button on the right-hand panel for the event in the '**Detail**' tab.

This screenshot shows the right-hand panel of an event detail page. At the top are 'Preview' and 'Publish' buttons. Below them, it indicates 'Last published: 1 day ago' and provides links for 'Go to event site', 'Copy Preview URL for approval', and 'Copy live url'. The main focus is the 'Take event offline' section, which includes the text 'Take the event temporarily offline' and a prominent red 'Take offline' button.

Put event online

After an event has been taken offline you can put it back online again, anytime afterwards.

- To put an event online click the '**Put online**' button on the right-hand panel for the event in the '**Detail**' tab.

This screenshot shows the right-hand panel of an event detail page after it has been taken offline. It features 'Preview' and 'Publish' buttons at the top. The status shows 'Last published: 3 weeks ago' and 'Event is now offline'. There are links for 'Copy Preview URL for approval' and 'Copy live url'. The main focus is the 'Put event online' section, which includes the text 'Event was taken down temporarily.' and a prominent blue 'Put online' button.



Footer Links

Label *

 ← 1

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

 ← 2

Label *

 ← 3

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

 ← 4 (upload section)

Label *

 ← 5

Include in email
Include this link in outgoing emails.

Upload File
Use a file rather than a link.

Link *

 ← 5

+ Add Footer Link

 ← 6

Footer Link Order

Drag the links in to the desired order

- ≡ Terms & Conditions
- ≡ Privacy Policy
- ≡ Cookie Policy

 ← 7

Save

GoToWebinar Guidance



Introduction

Event Registration

GoToWebinar

Step 1 Finding your event

Log into GoToWebinar (accounts have been created for each affiliate):

<https://myaccount.logmeininc.com>

If you require a password, please contact Solvelt.

Please note: it will take approximately 5 minutes for your event to transfer from the event registration site to the GoToWebinar platform.



When you log into the platform, please select the **'My Webinars'** link in the GoToWebinar box.

Your event(s) will be populated on the Upcoming Events dashboard.

You are also able to create test events directly on the GoToWebinar platform.

 OtsukaEvents-France OtsukaEvents-France@otsuka.fr MailUser	 OtsukaEvents-Germany OtsukaEvents-Germany@otsuka.de MailUser
 OtsukaEvents-Italy OtsukaEvents-Italy@otsuka.it MailUser	 OtsukaEvents-Nordics OtsukaEvents-Nordics@otsuka.se SharedMailbox
 OtsukaEvents-Spain OtsukaEvents-Spain@otsuka.es SharedMailbox	 OtsukaEvents-Switzerland OtsukaEvents-Switzerland@otsuka.ch SharedMailbox
 OtsukaEvents-UK OtsukaEvents-UK@otsuka.co.uk SharedMailbox	

PRODUCTS

 GoToMeeting Meet Now My Meetings	 GoToWebinar Schedule My Webinars
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Step 2 Settings that need to be amended before an event

Before the day of the event, log into GoToWebinar. You will be asked to download the GoTo client - this is only required the first time you access the client on your device.

2.1/2.2/2.3 and 2.5 require your attention

2.1 Selecting the event type:

The event will be visible in the up-and-coming events dashboard. Click on your event to go to the event details page...



Event details settings

2.2 Adding organisers and panellists:

After scheduling your event, you can add panellists and organisers (see below for a detailed description of the roles).

Please note: only one person can be a presenter at a time.

- = Otsuka employees involved in organising the event
- = External speakers
- = External attendees / internal attendees wishing to attend in listen and view-only mode

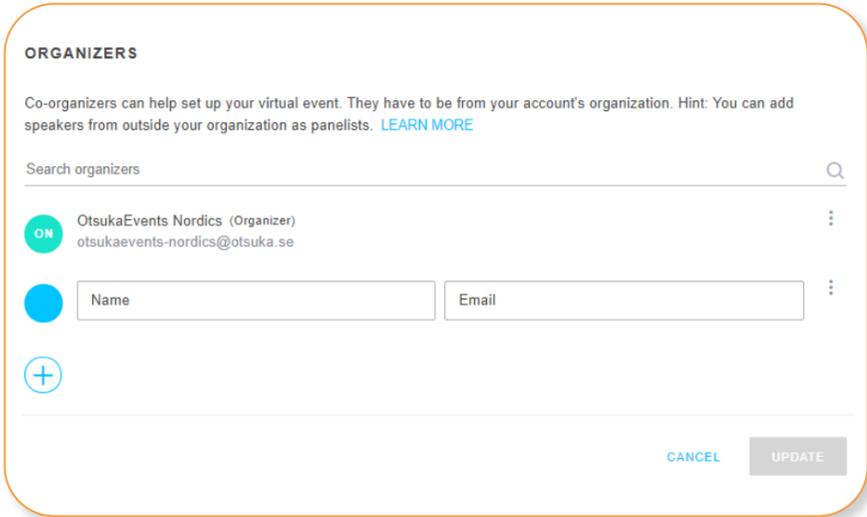


To add internal Otsuka employees involved in the organisation of the event

- On the event details page click the **'Organisers'** section



- Click on the **'+'** and add the name(s) and email address(es) of internal organisers
- Click on **'Update'**

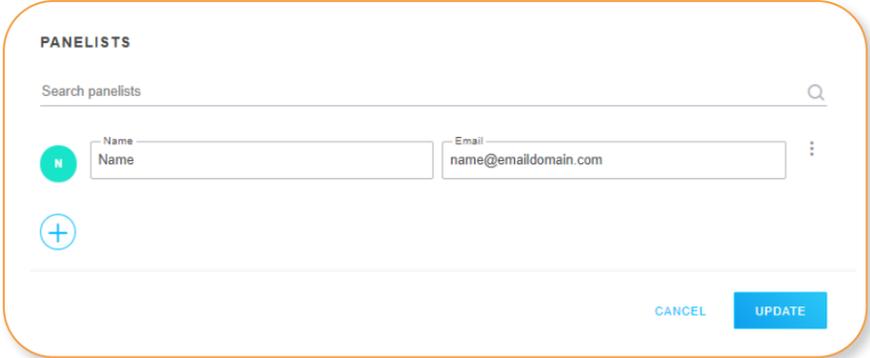


To add external panellists (presenters)

- On the event details page click the **'+ Panellists'**



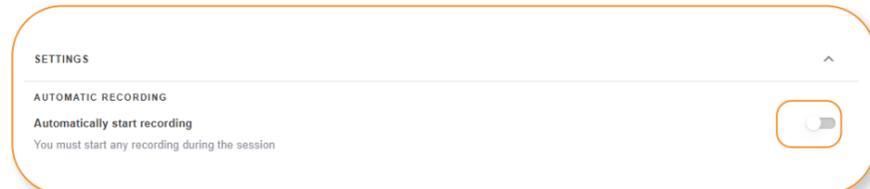
- Add the name(s) and email address(es) of external speakers (this can be added any time before the event). Click on **'Update'**.



2.3 Settings Tab – disable automatic recording:

Within the settings tab, you should disable automatic recording

*Please note: even after ticking the **'Remember my choice'** box, you should check these preferences for future events*

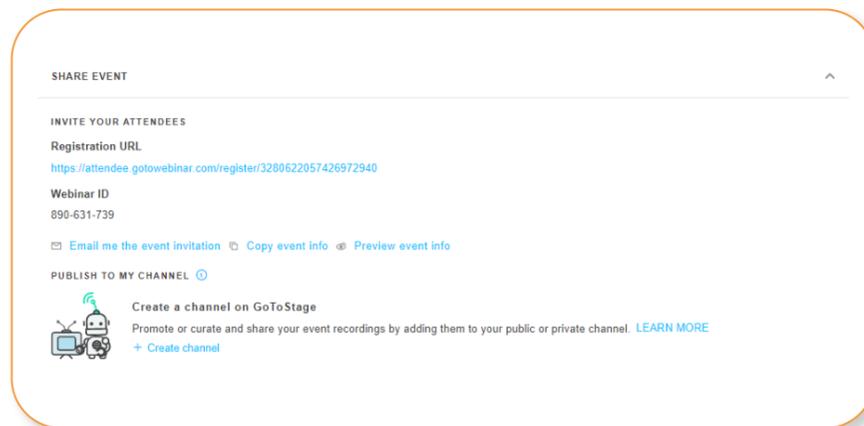


2.4 Share events tab:

In the **'Share event'** tab, you can access the following information:

- Registration URL
- The webinar ID
- A link to share the event via email **(DO NOT SHARE THIS LINK)**

Please note: to invite internal and external attendees, they must register through the registration site to enable us to capture appropriate consent.



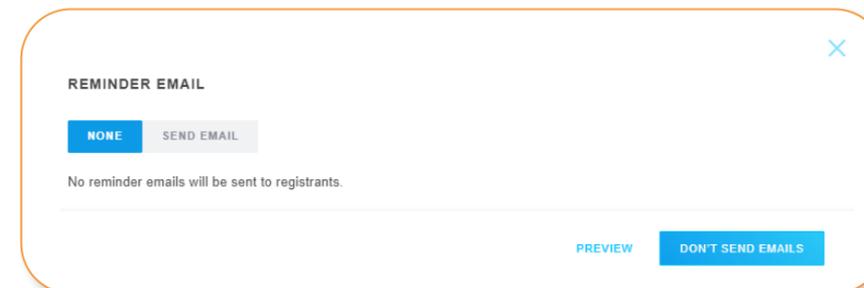
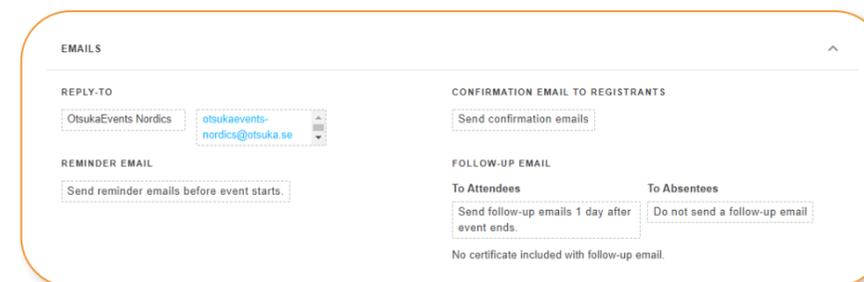
2.5 Emails tab:

In the **'Emails'** tab, you should disable **'Reminder emails'**, **'Confirmation emails to registrants'** and **'Follow-up emails'** to attendees and absentees.

To do this:

- Click on the dotted line box for each email type (see the example image for the reminder email)
- Click on the **'None'** option
- Click **'Don't send emails'** box

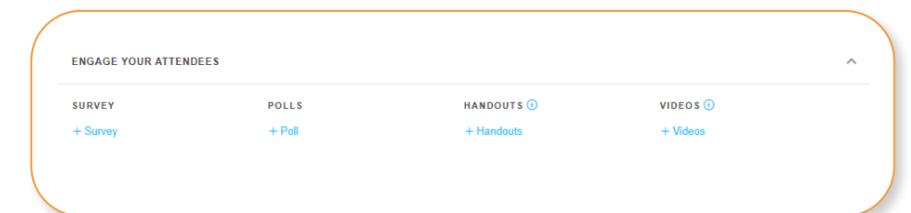
Please note: this needs to be done manually for each event.



2.6 Engage your attendees tab:

In the **'Engage your attendees'** tab you can add surveys, polls and prepare to share handouts and videos before the event. Polls can be edited, handouts sent and videos shared during the live event – please see guidance on the next page.

Please note: surveys, polls, handouts, and video content must be approved before the event. Survey and poll functions must be enabled before starting the webinar.



Surveys

Choose a survey question type:

- Multiple choice with one answer
- Multiple choice with multiple answers
- Rate on a scale (of 1 to 10)
- Short answer

You can choose when the survey is issued to the attendees. Use the option '**After the webinar**'.

Please note: there is a 25-question limit.

After the webinar – the survey will launch immediately after the session ends. For a recurring webinar or series, the survey will be sent out after each session.

Polls

You can create up to 20 polls before or during the webinar. After you close a poll, you can choose to show the results to your attendees immediately or later.

Once polls are created, you can launch them during the webinar.

On the poll page, choose the type of poll you'd like to create:

- Multiple choice with one answer
- Multiple choice with multiple answers

Handouts

Organisers can share handouts during the webinar. Handouts can be copies of presentations, PPT/SmPC, or Microsoft Office files (any PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, WMV, MOV, MP3, MP4, JPEG, GIF, and PNG file types less than 100MB) that are made available in the Control Panel during the session, which attendees can view and download onto their own devices.

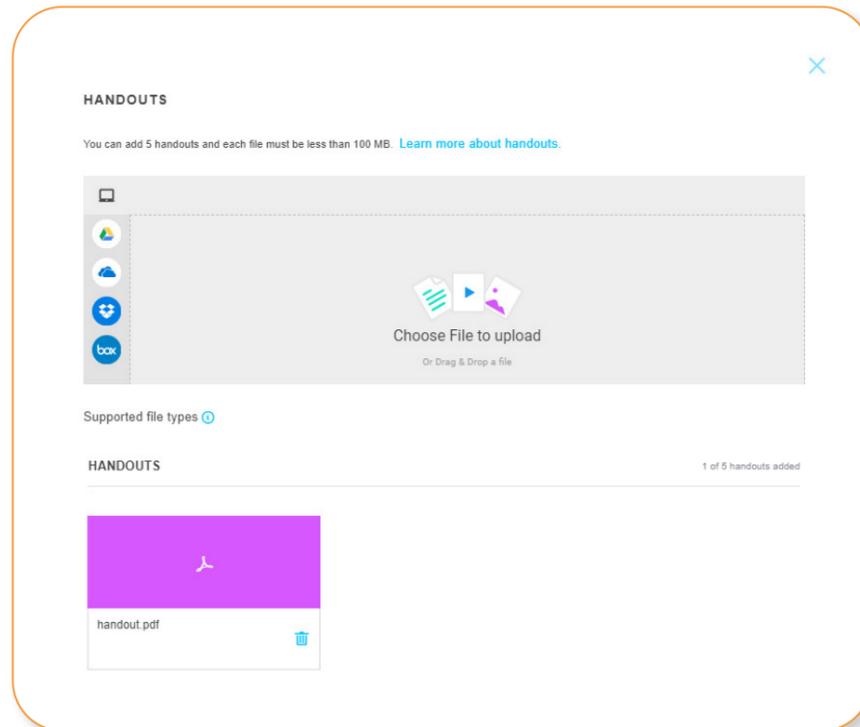
Please note: A maximum of 5 handouts can be uploaded for each webinar.

If you upload handouts before a session, they will be available to attendees as soon as they join. Alternatively, you can choose to make your handouts available at a specific point during your webinar by uploading them during the session.

Please note: only the scheduling organiser can upload handouts.



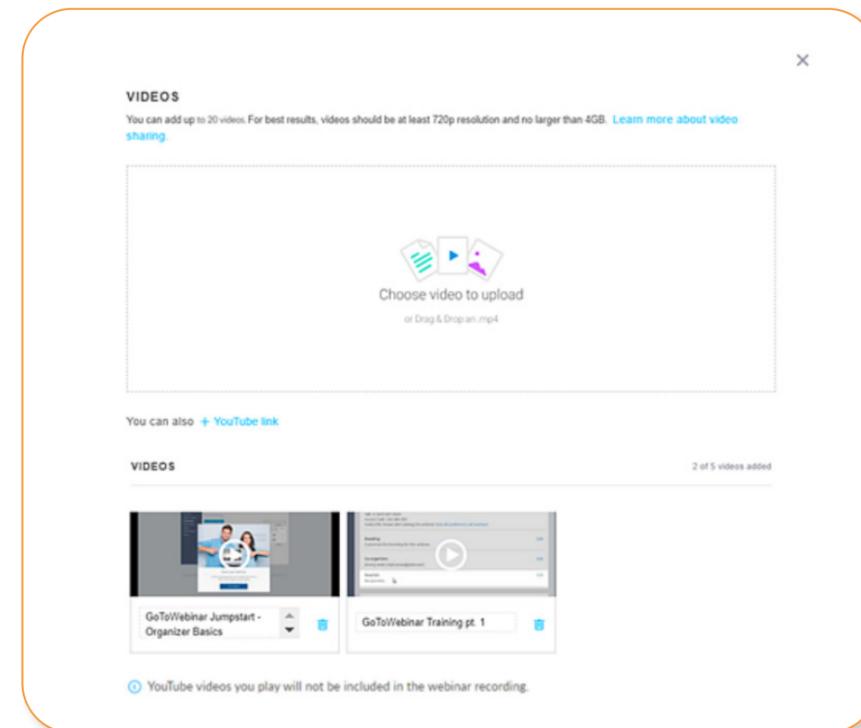
- Click to upload files or drag and drop up to 5 files into the designated area
- To delete a handout from the webinar, click the delete icon (rubbish bin)
- When you launch the webinar, the handouts will be listed in the Handouts pane for both you and your attendees



Video sharing

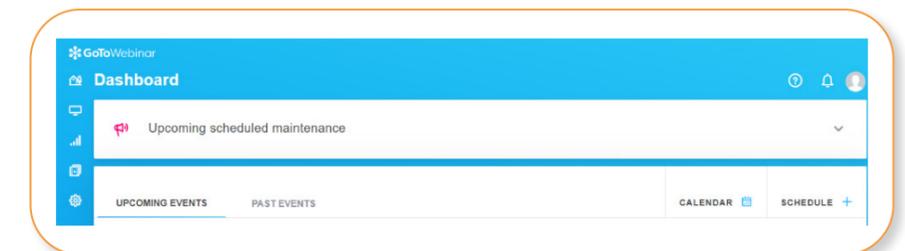
Organisers can upload up to 20 videos to share during a webinar, ahead of time (.MP4). Then, during the webinar, the organiser or presenter can select and play those videos directly from the Control Panel.

- Drag and drop .MP4 files by clicking '+'. You'll be prompted to add the link, as well as the video title. Click '**Save**' once all videos are uploaded



Step 3 Setting up a test event

- Click on '**Schedule a webinar**'
- Add an event title
- Select live event
- Select standard or webcast: a webcast allows delegates to view and listen to an event, and only interact with the host via Q&A; whereas a standard meeting is a fully interactive event (two-way audio and video)
- Select one in the occurrence box
- Select date and time (and appropriate time zone)
- Click '**Schedule**'
- Once scheduled you can add organisers/panellists to the event and disable recording and email notifications (see step 2)

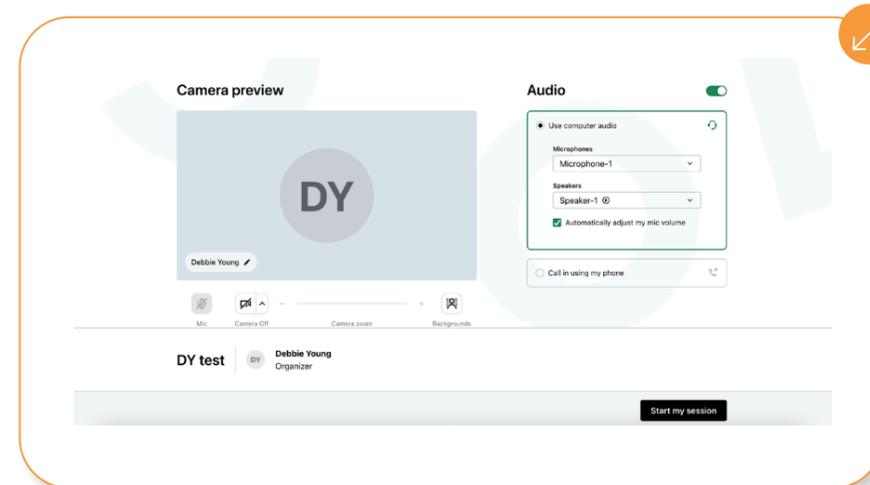


Step 4 Practice your event and broadcasting your live event

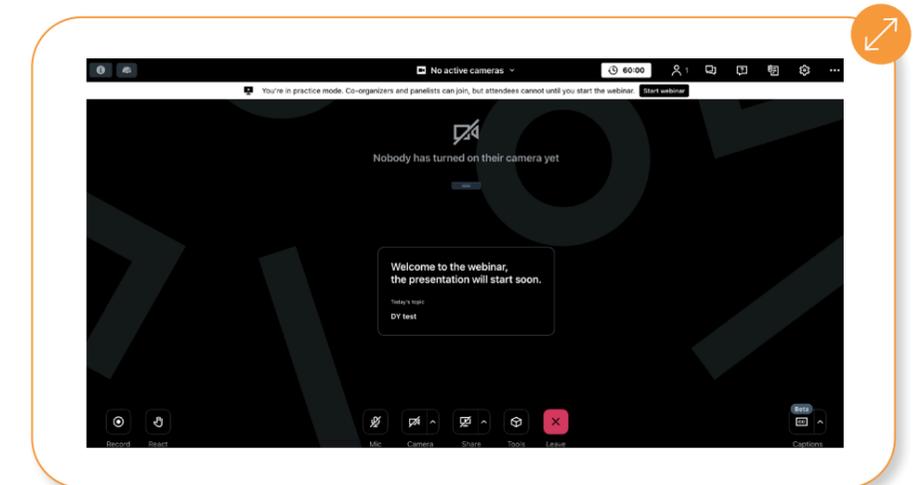
Organisers can start an event in practice mode before starting the live session. This allows you to run through the event with other panellists and organisers without attendees. If you practice an event up until its scheduled start time, you can easily transition from practice mode into live broadcast mode.

- From the dashboard, find the event you would like to practice
- Open the event details, click the '**More**' icon and then '**Practice**'
- The site will then ask you if you'd like to continue in the browser or the app, we suggest the app as it has all features
- You'll automatically be launched into session in practice mode, as indicated at the top of the Control Panel.

Once logged in you see the screen below
You'll be able to adjust your personal settings here similarly to Microsoft teams.
Once you are ready to begin click '**Start my session**'.

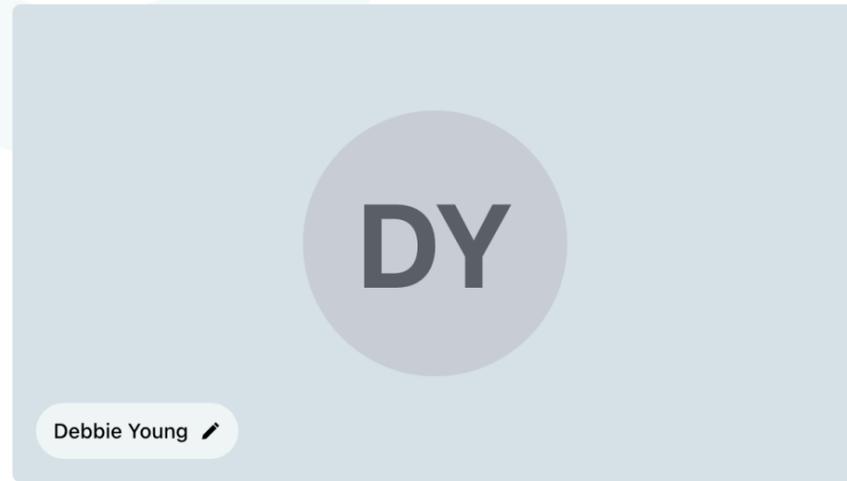


The bar at the top indicates you are in practice mode. Any organisers and presenters can join a meeting in practice mode. Click on the sections on the image below to find to explore the meetings features.





Camera preview



Audio



Use computer audio

Microphones
Microphone-1

Speakers
Speaker-1

Automatically adjust my mic volume

Call in using my phone

Mic Camera Off Camera zoom Backgrounds

DY test | **Debbie Young**
Organizer

Start my session



Introduction

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Webinar interface showing a practice mode screen. The top bar includes a status indicator "No active cameras", a 60:00 timer, and icons for chat, help, and settings. A message states: "You're in practice mode. Co-organizers and panelists can join, but attendees cannot until you start the webinar. Start webinar". The main content area displays "Nobody has turned on their camera yet" and a welcome message: "Welcome to the webinar, the presentation will start soon." Below this, it lists "Today's topic: DY test". The bottom toolbar contains icons for Record, React, Mic, Camera, Share, Tools, Leave, and Captions (Beta).



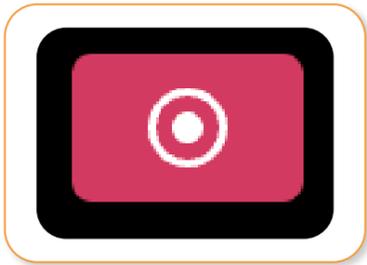
Introduction

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Recording icon

Upon clicking the red recording icon, it will trigger the recording / stopping the recording of the session.

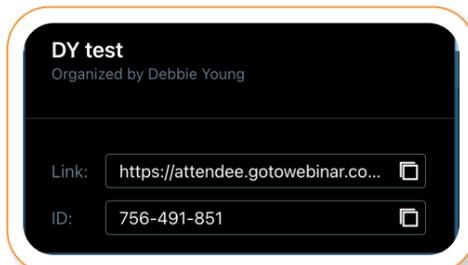


Information icon



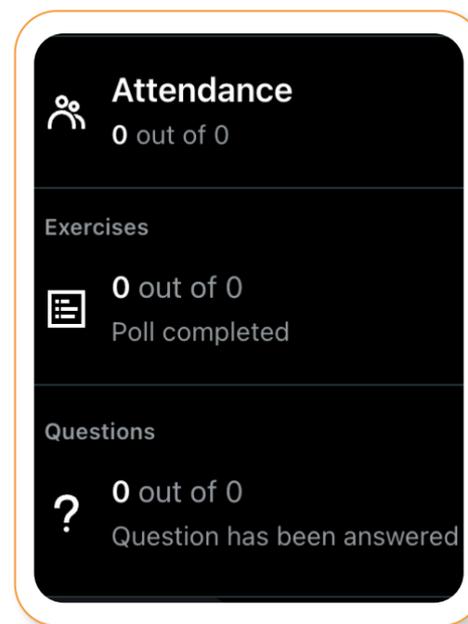
Upon clicking the information icon, it will show the webinar link and ID number.

These can be copied by clicking the square icon after the webinar link and ID number.



Dashboard icon

Upon clicking the dashboard icon, it will show how many people are in attendance of the webinar, how many exercises have been completed, and how many questions have been answered.

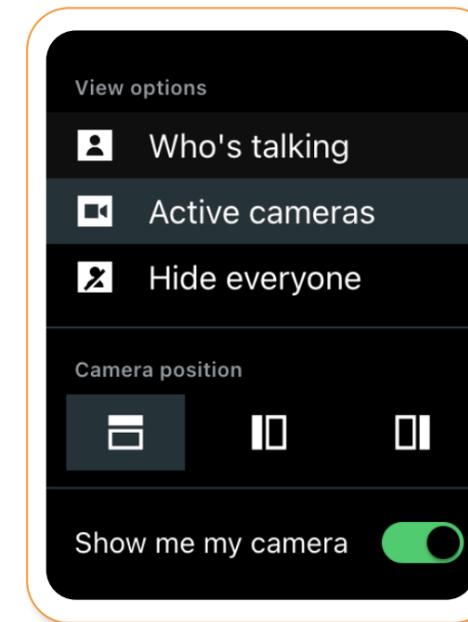


Camera Controls

The camera controls provide three different view options - allowing you to either see the person who is speaking, see all active cameras or to hide everyone.

Below this, you can change the camera position by choosing from one of three options.

At the bottom, you can use the toggle button to choose whether you want to see your own camera or not.



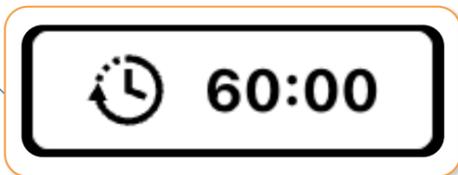
Attendee number

This icon represents how many people have joined the webinar. If you press on this icon, a list will appear of all the attendees of that session. You will also be able to invite more attendees, view the session ID, choose to lock/unlock the session with the toggle button and search for any attendees. You can also make an attendee a presenter by right-clicking on their name in the attendee's tab and selecting '**make presenter**'



Time left

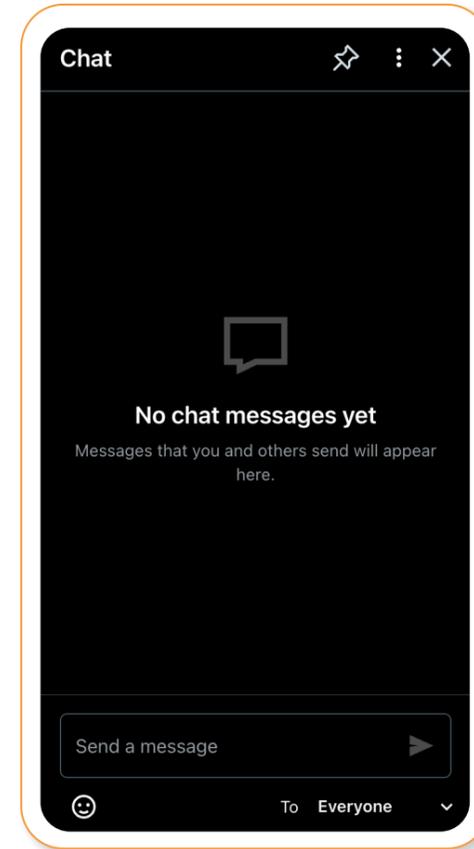
Once the webinar has started, this timer will start to decrease, showing how much time is left. When you press on the timer, you can either pause or stop it altogether.



Chat control

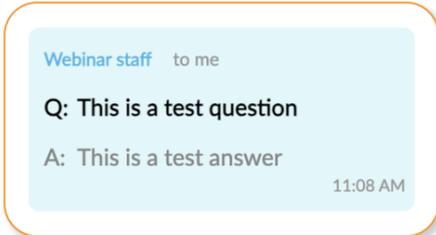
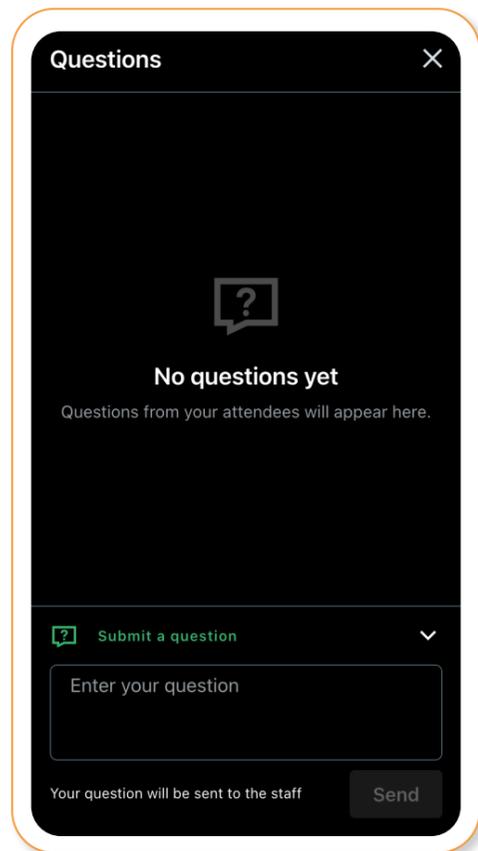
Once you press the 'chat' icon, you will be able to view the chat and send messages to attendees in the webinar, filtering using the dropdown at the bottom. If you press the 'smiley face' icon, you will be able to view a range of 'emojis' to add to a message. You are also able to download the chat messages.

The chat only becomes available to delegates if an organiser sends a message to everyone or privately to the delegate. The delegate cannot send a message to everyone but can only reply to the organiser who initially sent the message.



Question control

When pressing the 'questions' button, you will be able to view any questions that have been asked within the webinar and ask your own questions. Questions and answers are visible to delegates and organisers once the questions have been answered. You are also able to filter the questions.

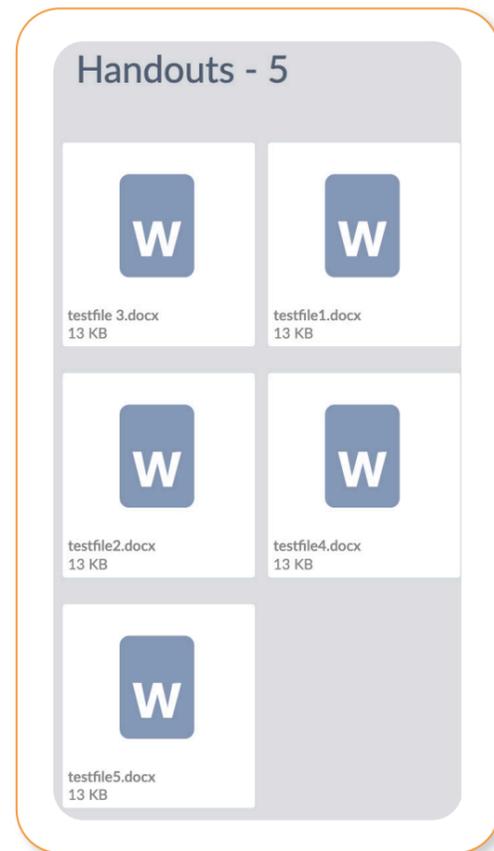
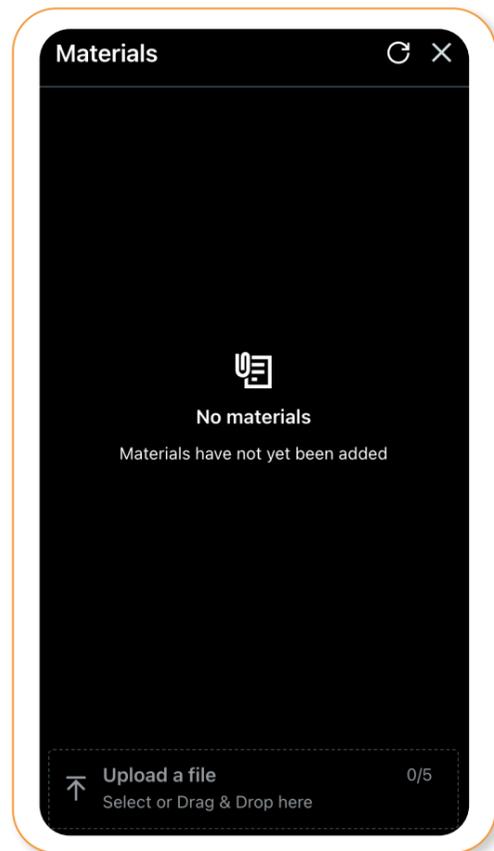


Materials

Once you press 'materials', it will show any materials that have been shared within the webinar.

You can upload any materials below by pressing 'upload a file'. You can only upload 5 files per session.

An example of materials could be sharing Prescribing Information or SmPC.

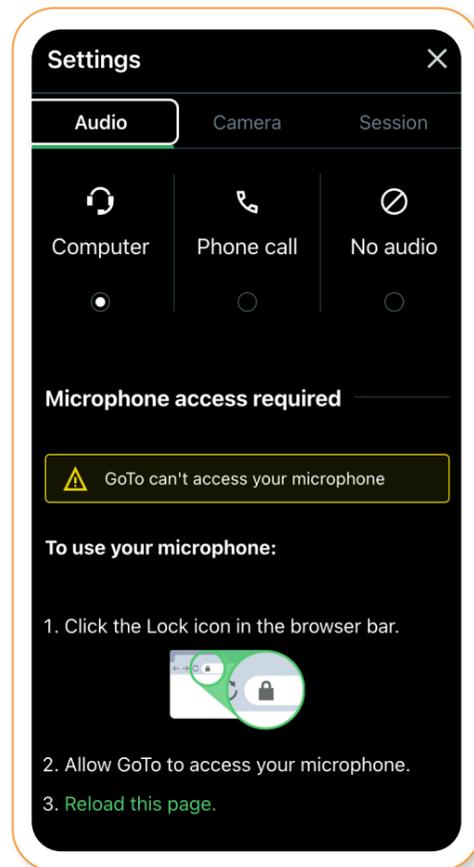


Settings, audio

Within audio settings, you can choose between computer, phone call or no audio.

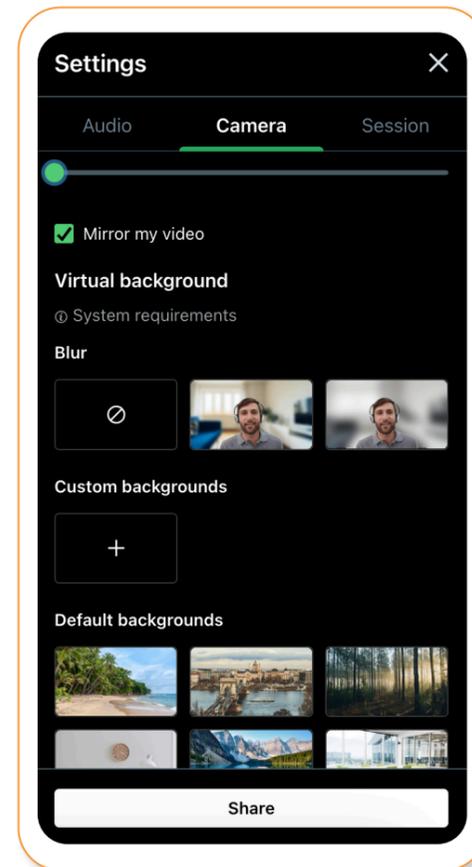
You can then choose which microphone you would like to use.

Below that, you can also select which speakers you would like to use.



Settings, camera

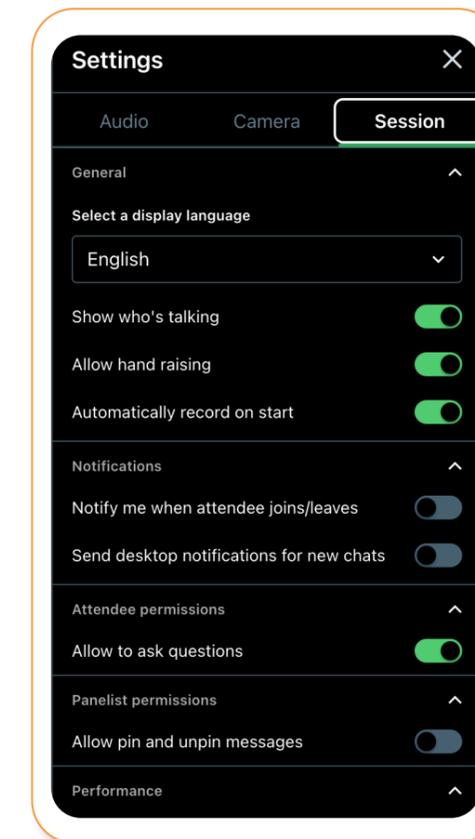
Within camera settings, you can adjust your background blur, add a custom or virtual background or choose one of the default backgrounds.



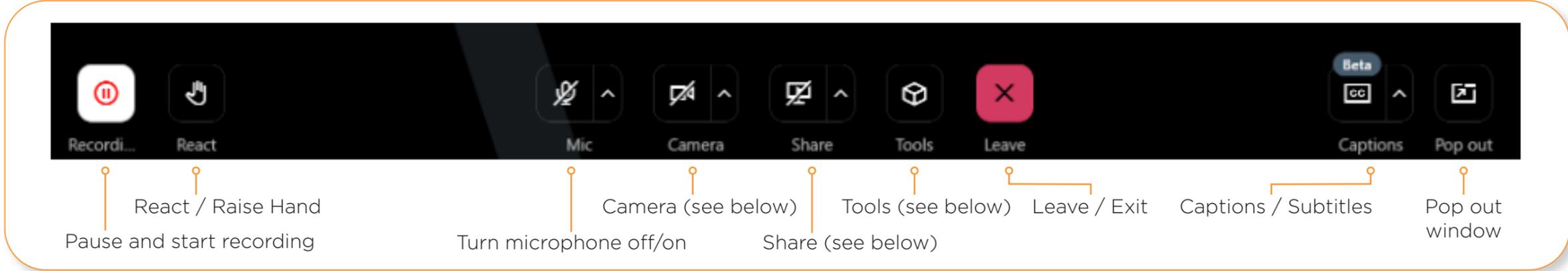
Settings, sessions

Within sessions settings, you can use the toggle buttons to change different aspects of the session, such as show who's talking, hand raising and allow delegates to ask questions.

You can also disable delegates ability to ask questions by clicking the toggle button next to 'allow to ask questions'.



Icons in order



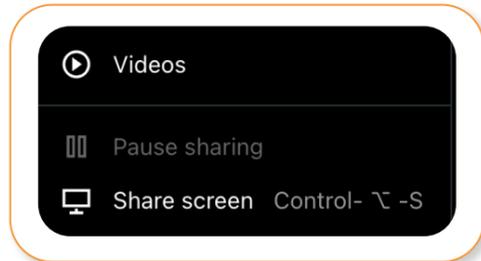
Camera

Adjust any camera and background settings or turn off/on camera.



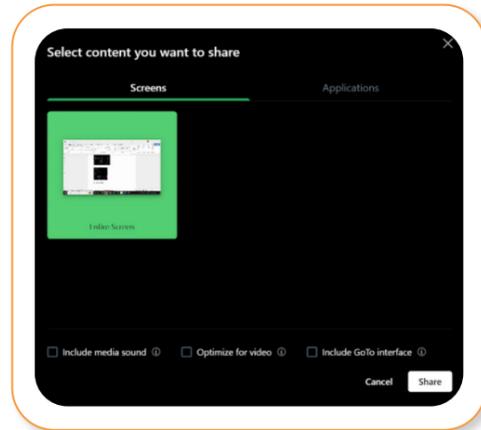
Share

Share your screen.



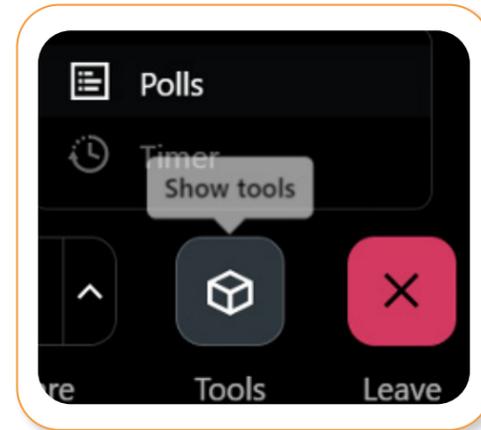
Share screen

Choose which screen to share.



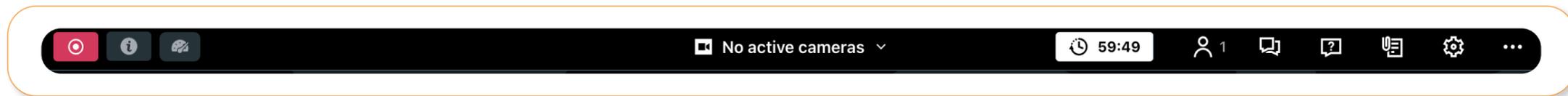
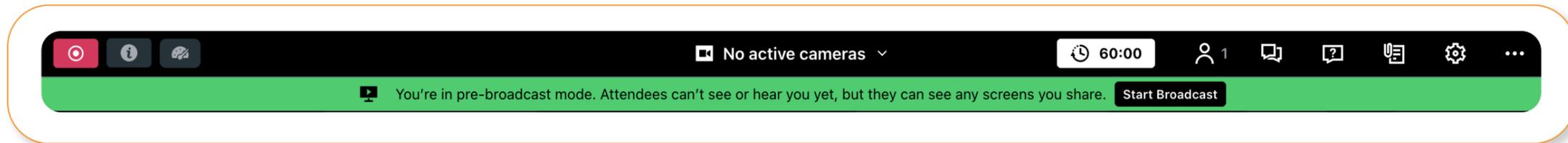
Tools

Use the tools icon to access the polls and timer feature.



When you click on the 'start webinar button' you are in pre-broadcast mode. Attendees can't see or hear you but can see any screen being shared. You should present a holding slide.

When you select 'start broadcast', attendees will be able to view slides, any active cameras and microphones. The timer countdown will begin.



Important compliance checklist

- When scheduling a webinar, choose '**webcast**' not '**standard**' (a webcast allows delegates to view and listen to an event, and only interact with the host via Q&A; whereas a standard meeting is a fully interactive event [two-way audio and video])
- Disable automatic recording, unless you have consent to record the event
- Disable all email notifications from the GoToWebinar platform
- Do not add branding and logos unless approved
- Do not share the GoToWebinar event link with any attendees via the '**Share event**' tab - they must register through the registration site

In the '**Option**' tab, disable the following before starting the webinar:

- 'Attendees can view attendee list'
- 'Attendees can raise hands' While running the webinar:
- Do not press '**Start recording**' unless you have the correct permission in place to record the event

Useful support link for GoToWebinar: <https://support.goto.com/webinar>



Reporting

Organisers can build and generate reports of event webinars up to one year after their scheduled date. All data will be exported to an Excel or CSV file.

1. Click the bar graph icon in the left menu to open your analytics page

2. Click '**Build report**'

3. Choose the desired report type

- Sessions Overview Report – shows a high-level summary of the webinar
- Registration Report – this shows when each person registered for the session and their answers to the registration questions
- Multi-Session Attendee Report – shows additional attendee information to compare across multiple sessions

- Attendee Report – shows details about each attendee, including registration information and how long they attended the session

- Engagement Report – shows questions asked by attendees, engagement details, and contact information

- Q&A Report – shows details about the questions asked and answers given during each session

- Performance Report – shows high-level statistics on registration, attendance, and feedback

- Survey Report – shows a session's Survey questions and attendee's answers

- Recording Report – shows details about viewers and when the recording was downloaded

4. Choose a date range to filter your report data

5. Click '**desired sessions**' and then proceed with the selected session(s)

6. Choose the desired file type and click '**Email report**' or '**Download**'

- If emailed, the download link will be active for 7 days
- If downloaded, the report will be saved to your computer

