



Internet Seminars:

Sample Instructions and Starting Text for Internet Seminar Speakers and Moderators

Sample Text to Read to Participants at the Start of Seminar.

It is recommend that you review this and add content specific to your seminar in advance

"Good Morning/Afternoon and welcome everyone to today's Internet seminar on XXXX sponsored by XXXX. My name XXXX with XXXX and I will be moderating today's session. We will get started in a few moments. While we wait for others to log on, I would like to cover a few housekeeping items.

When you registered, you were directed to this seminar's specific URL, which is the front page of to day's seminar. The Front Page of the webcast contains a short abstract of to day's session. We have also included pictures and short biosketches of the presenters. Please note the presenters' email addresses are hotlinked on that page in case you have any questions for one of them after today's presentation.

For those of you joining us via the phone lines, we request that you put your phone on mute for the seminar. We will have allotted time for Questions and Answers at which point you are welcome to take your phone off mute and ask the question. If you do not have a mute button on your phone, we ask that you take a moment RIGHT NOW to hit *6 to place your phone on MUTE. When we get to the question and answer periods you can hit #6 to unmute the phone. This will greatly reduce the background noises that can disrupt the quality of the audio transmission.

Also, please do not put us on HOLD. Many organizations have hold music or advertisements that can be very disruptive to the call.

Again, keep us on MUTE. DO NOT put us on HOLD.

By now all of you should have clicked on the agenda for today GO TO SESSION icon and be on slide number one of the presentation. The main page contains the slides, above which, you will find navigation icons. You may submit questions by using the ? icon you see above the slide. You NEED NOT WAIT until the Q/ A period to submit your questions. In fact we encourage you to submit in advance of the q/a session. They will be read on your behalf at the appropriate for Q&A

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Also, if you experience technical difficulties with the audio stream, you may use the ? icon to alert us to the technical difficulties you are encountering. Please include a telephone number where you can be reached and we will try to help you troubleshoot your problem. You may also contact our technical support directly at 301-589-5318.

The presenter will be announcing the number of the slide to which he is moving. You may advance to the next slide using the single RIGHT arrow located above the slide or by clicking on the appropriate slide number in the left hand frame.

As stated earlier, we will have a few question sessions. At the end of the presentation we will walk you through our links to additional resources page, where we have assembled a series of documents, databases and web sites directly applicable to today's topic. This will stay with the seminar indefinitely so you can access it after the presentation. We typically place these seminars in an archive with the soundtrack. So in the near future, you will be able to access the slides and hear the presentation as it was given today. Associated with the links page is an online feedback form. We ask that you consider filling out the online feedback form. We do look at your comment as we continue to try to improve the content and delivery mechanisms. You can also request a confirmation email from the feedback page as a record of your participation in today's event.

Lastly, this event will be recorded and archived on the CLUIN website. Within 1-2 weeks you will be able to download it in several formats or replay online. Subscribe to our CLUIN Podcast to receive new archived seminars as they become available at clu-in.org/live

So I think we are ready to kick off this session. Today's speaker is XXXX from XXXXX. Before I turn it over to XXXX I remind phone participants to put your phones on MUTE, if you don't have a mute button on your phone, hit *6 now and, again, DO NOT PUT US ON HOLD."

<Suggested to read speaker bio here>

Instructions for Moderators and Speakers (do not read to audience)

To open the seminar page, go to <http://clu-in.org/conf/tio/instructor> .

Click on the DAY OF SEMINAR button, then the "Go to main seminar page" link. You should see the main seminar page as all participants will see it.

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The link for "Participants" will show all registered parties for both phone and simulcast offerings prior to the event and then the participants (as well as # present) attending on the day of the event.







The incoming questions from participants using the ? icon from the seminar page appear at <https://www.clu-in.org/conf/tio/instructor/questions.cfm>

You can also access this by Clicking on the DAY OF SEMINAR button, then click on QUESTIONS SUBMITTED BY WEBCAST PARTICIPANTS.


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My Suggestion is to have two Netscape OR Internet Explorer windows open - one containing the slide set and the other containing the questions page. Then you will be able to easily toggle back and forth between them..

We have provided new "split" screen views so that you may keep questions and slide open in 1 browser window rather than separate windows.

-  [Go to Seminar Web Site and View Slides Full Screen](#)
-  [View Questions Submitted by Participants Full Screen](#)
-  [Go to Seminar Web Site and View Questions Submitted by Participants in Vertical Sidebar](#)
-  [Go to Seminar Web Site and View Questions Submitted by Participants in Horizontal Sidebar](#)
-  [Stay in Instructor Area and View Questions Submitted by Participants in Vertical Sidebar](#)
-  [Stay in Instructor Area and View Questions Submitted by Participants in Horizontal Sidebar](#)

You may choose to view the questions in a panel on the right side of your screen, along the bottom of your screen or in the entire window. These split screens are re-sizeable, so you may drag the dividing line between the screens to make them as big or small as you desire. To resize, simply hover your cursor over the line separating the frames until a double-headed arrow appears. Then left click and keep the left button depressed as you drag the line to the desire size.




Go to Seminar

Links

Feedback

CLU-IN Studio



United States
Environmental Protection Agency

Technology Innovation Program

Computational Toxicology: Dose Response Modeling
Sponsored by: National Institutes of Health, National Institute of Environmental Health Sciences, Superfund Basic Research Program

This page will refresh every 30 seconds

Questions Currently Pending:

I believe this question is intended for today's seminar:

Anticipated future directions for computational systems biology? - submitted by Meta Bonner
—Jean Balent;

[Mark as Answered](#)
2:44 PM EDT, Jun 24

Submit a question

Time/Date of Presentation:	June 24, 2009, 1:30 PM - 3:30 PM, EDT (17:30-19:30 GMT) Register
Presentation Overview:	<p>The Superfund Basic Research Program (SBRP), in collaboration with the US Environmental Protection Agency's Office of Superfund Remediation and Technology Innovation (OSRTI), presents the Spring/Summer 2009 edition of Risk eLearning: "Computational Toxicology: New Approaches for the 21st Century." This series of online seminars will provide an introduction to the key concepts of computational toxicology along with case studies demonstrating the utility of these approaches (e.g. high throughput screening, computer modeling, informatics) to risk assessment.</p> <p>This seminar, the second of the series, will feature SBRP grantees Dr. Melvin Andersen (The Hamner Institute), Dr. Norbert Kaminski (Michigan State University), and Dr. Rory Conolly (NCCT/ORD/USEPA).</p>
Presenters:	<p>Instructors:</p> <ul style="list-style-type: none"> • Dr. Melvin Andersen, The Hamner Institute (MAndersen@thehamner.org) • Dr. Norbert Kaminski, Michigan State University (kamins11@msu.edu) • Dr. Rory Conolly, Sc.D., U.S. EPA, National Center for Computational Toxicology (conolly.rory@epa.gov) <p>Moderator:</p> <ul style="list-style-type: none"> • Dr. Heather Henry, Program Administrator, Superfund Basic Research Program (henryh@niehs.nih.gov)
Participation Tips and Suggestions	View tips and suggestions for registrants
Today's Participants	View a list of today's participants (Phone or Simulcast)
Go to Seminar	Press the "Go to Seminar" button to view the seminar. Please be at this location at the beginning of the conference call.
Download	The seminar is available for download in both Microsoft PowerPoint and Adobe Acrobat formats. Both formats include the

When a question has been interjected and answered, click the button that says MARKED as Answered. That question will then disappear from the screen, but will remain in the complete Q/A archive for you to access after the event at:

<https://www.clu-in.org/conf/tio/instructor/default.cfm?view=archive>

If you have a long list of questions queued up, you may want to quickly print them off. Because the page refreshes every 30 seconds, you may find yourself in the middle of interjecting the question and the screen refreshes possibly causing you to lose your place.

Also, I suggest going quickly through the linked references before starting the last Q/ A session. That way you can alert people to the good stuff waiting there for them AND point them to the online feedback form. Then you can go back to Q/ A and either close it when the announced time runs out or when the questions dry up. Close by thanking Speaker(s) and the Participants. Can let them know that you plan to archive the session with the sound track, that you plan others, etc.

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