



## Webinar Information

**Platform:** LEADS Canada Adobe Connect Webinar

**Meeting Name:** **Overview – Introduction to LEADS for the Community Health Ontario Leadership Program**

**Hosted by:** LEADS Canada

**When:** February 21st, 2018 - 12:00PM-1:00PM (ET)  
**\*PLEASE CONNECT BETWEEN 11:45-11:55AM\***

### Instructions:

Step	Action	Process	Help
<b>Step 1</b> A few days prior to the webinar	Test your connection	If you have never attended an Adobe Connect meeting before or are on a new system:  Connect to: <a href="https://leads.adobeconnect.com/common/help/en/support/meeting_test.htm">https://leads.adobeconnect.com/common/help/en/support/meeting_test.htm</a>  Get a quick overview: <a href="http://www.adobe.com/products/adobeconnect.html">http://www.adobe.com/products/adobeconnect.html</a>	Contact your system administrator if you are encountering difficulty.
<b>Step 2</b> 15 to 20 min prior to the webinar	Connecting to the webinar room	To join the virtual meeting room on your computer: <a href="https://leads.adobeconnect.com/workshops/">https://leads.adobeconnect.com/workshops/</a> <ul style="list-style-type: none"> <li>• Enter as “guest”</li> <li>• Enter your name</li> </ul>	
<b>Step 3</b> 5 to 10 min prior to the webinar	Audio use	<ul style="list-style-type: none"> <li>• Make sure your computer speakers are turned on.</li> <li>• A LEADS Canada representative will do a sound check prior to the webinar starting.</li> </ul>	
<b>Step 4</b> During the webinar	Interacting	<ul style="list-style-type: none"> <li>• Contribute to the learning by asking questions and posting your thoughts in the “Chat” box to the right on your screen.</li> <li>• Type in your comment and hit enter to send your comments.</li> </ul>	

*If at any time before or during the webinar you require technical support, please contact Lynne Marleau, Manager, LEADS Canada Systems, Communications and Engagement at [lmarleau@leadscanada.net](mailto:lmarleau@leadscanada.net), 1-800-363-9056 ext. 210 or by communication in the chat box during the webinar.*