Registration and Login Information for HT-ADME 2020 Webinar

Below are step-by-step instructions on how to log into a Webex Event entitled **"Mock HTADME Event"**. (Please note: **"Mock HTADME Event"** is being used as an example, the links contained below **ARE NOT** links to the September 16-17 event.)

1. First you will receive an invitation directly from WebEx with the subject line: "**Invitation to Web seminar: Mock HTADME Event**" The contents will look like:

·ı|ı·ı|ı· CISCO Webex

Boston Society invites you to attend a Webex event.

This event requires registration. After you register, you'll receive a confirmation email message with instructions on how to join the event.

Mock HTADME Event

Tuesday, September 15, 2020 11:00 am, Eastern Daylight Time (New York, GMT-04:00)
Tuesday, September 15, 2020 8:00 am, Pacific Daylight Time (San Francisco, GMT-07:00)

Host: Boston Society (contact@bostonsociety.org)

Event number (access code): 126 441 8086

Registration password: 123

Register

Need help? Go to http://help.webex.com

2. When you receive this email you will need to click on the blue "Register" button to register for the meeting. If you do not have a Webex application installed on your computer, you may be asked to download one. (If you don't have administrator rights to your computer, it is possible to use a temporary application - https://help.webex.com/en-us/WBX000026711/Joining-a-Meeting-Using-Run-a-temporary-application) Below is a screenshot of what the registration process/information will look like. You will enter the registration password contained in the invitation email (in this case **123**) You will also need to enter your name, email address, and company affiliation. (Note: You must use the same email address you used to register for the event.)

●●

Registration Password

This event is private. To register for this event, you must provide the registration password that the event host gave to you.

Registration password: [   ]

Event Information

Event:	Mock HTADME Event
Date and time:	Tuesday, September 15, 2020 8:00 am Pacific Daylight Time (San Francisco, GMT-07:00)
	Tuesday, September 15, 2020 8:00 am Pacific Daylight Time (San Francisco, GMT-07:00)
Duration:	1 hour
Description:	HTADME 2020 Mock Event/Test WebEx features

●●

Register for Mock HTADME Event

English : San Francisco Time

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* **First name:**	[ ]	* **Last name:**	[ ]

* **Email address:** [   ]

* **Confirm email address:** [   ]

Company: [   ]

3   Once you've successfully registered, you will receive an automated email letting you know that you've been approved to attend the event. The subject line will be: **"Registration approved for Web seminar: "Mock HTADME Event"**. This confirmation email also contains your registration ID and password. Embedded in the body of that email, there will be a green "Join Now" button. On the morning of the webinar, open this email use the "Join Now" button to connect to the HT-ADME webinar. (You should also receive a reminder email containing the "Join Now" button the morning of the event.) The contents of this email will look like:

Registration Confirmed

Thank you for registering.

You are now registered for the event: **Mock HTADME Event**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 8:00 am San Francisco Time on September 15, 2020.
Please join the event on time.

Your registration was approved for the following Webex event.

Host: Boston Society (contact@bostonsociety.org)
Event number (access code): 126 441 8086
Registration ID: 508615
Event password: tJABPMKs523

Tuesday, September 15, 2020 11:00 am, Eastern Daylight Time (New York, GMT-04:00)
Tuesday, September 15, 2020 8:00 am, Pacific Daylight Time (San Francisco, GMT-07:00)

Join the audio conference only

1-650-479-3208 Call-in toll number (US/Canada)

Need help? Go to http://help.webex.com

• •

4. The meeting will open 30 minutes prior to the start of the HT-ADME Webinar. Please try to join 15 minutes before the start of the meeting in case you encounter technical issues. If you have problems joining the webinar, please send an email to contact@bostonsociety.org and we will assist you.

5. Because the meeting spans two days, you will be receiving two separate meeting invitations. To avoid confusion, you will not receive an invitation to Day 2, (September 17th) until the afternoon/evening of the 16th.

Thank you,

The HT-ADME 2020 Organizing Committee