Guidelines for the EDU GSN Webcast

Date: March 26th, 2008

Location: Fastvibe Studio.

Session(s): 01:00pm - 2:00pm

Presenters: Minister Kathleen Wynne, Assistant Deputy Minister Nancy Naylor, Assistant Deputy Minister Dominic Giroux

Description: The Minister and the ADM’s will brief the 72 School Boards (in English and French) on the 2008-2009 Grants. A brief question and answer period will take place after the ADMs’ presentations.

Participants: School District Chairs, Directors, and Senior Business Officials across the province.

1. Equipment required: - PC or Laptop with Windows XP, IE Explorer, & Windows Media Player
   - Location must have an Internet connection. A high speed dedicated connection is preferred, but dial-up will work also.
   - If there are more than 3 people viewing, connecting the laptop to a projector/screen and external speakers is recommended (i.e. a boardroom/meeting room setting).

2. Webcast: Please set up your equipment by 12:45 pm. Once set up, open the internet browser on the laptop and enter the following URL:

   http://events.onlinebroadcasting.com/ontarioeducation/032608/index.php

   Click on Log-in, and enter your email address and the password ‘education’ to enter the webcast.
   The webcast session will commence at 01:00 pm.

Please note that the quality of the webcast is dependant on your individual network. However, the following options are available:
Once logged in, there will be 3 options to choose from as follows:

**Option 1:** This option is for “High Speed” internet users and should be the choice for the majority of viewers.

**Option 2:** This option is for dial up viewers only. If you do not have high speed but have internet access select this option.

**Option 3:** This option is to be selected only if the first two fail. It is **audio only** with synchronized slides.

**Note:** If you do not have access to a computer or internet access then you can place a teleconference call to listen in. This is a separate audio feed that can be used in conjunction with a hard-copy of the slides. Please call 1-866-467-4290 (or 416-915-8317 for the GTA) and enter the passcode 4291953 followed by the # sign.

3. Process for moderating: During the webcast, there will be a button labelled ‘**Ask a Question**’ to allow questions to be submitted online. Clicking this will open a text box where the questions can be submitted at anytime. One individual should be nominated at each location to enter the questions for you and submit them. The questions should be prefaced with the full name of the School Board.

The moderator at the main site will receive the questions and the presenters will respond to as many as possible in the time available.

4. Technical Support: In the event of a technical problem during the broadcast, please call 1-888-380-7774 ext. 250 for assistance.

(Note: An archived version of the webcast will be available at a later date for staff to view)