



The Actuarial Institute of Chinese Taipei

Pre-webinar Reminder for Attendee

*Using the online meeting software, WebEx.

Device and Environment

- Attendees are required to use a desktop, laptop, tablet or mobile (select one) with a webcam and a speaker or headset.
- Tablet or mobile are not recommended since some function could be disabled.
- Corporate computers are not recommended due to the business restrictions on firewall and internet.
- Recommended environment: a quiet room with at least 3MB internet connection.

Software Operation

- Attendees may use a desktop or laptop to join the webinar via WebEx official website or App. By clicking the link or key in the meeting number will direct user to the meeting window. When using a mobile device, WebEx App needs to be downloaded first. Attendees may download the Application through the WebEx guidance which automatically pops up.
- Please modify your user name to your real name. The Secretariat will then on identify each participant in order to record the CPD.
- There are two ways to join the webinar: 1. Click the webinar link. 2. Join via the App or click "Join" at the upper right corner on WebEx homepage, key in the meeting number and the password. AICT Secretariat will email attendee the instruction and the pre-webinar reminder three days before the webinar; you may find the webinar link, meeting number and password in the email.
- All attendees will be muted. If you would like to speak, including to ask questions about the sessions or operation problems, please enter your message in the chat box on the right-hand side of the WebEx window.
- Gray screen might be popped up when speaker goes to the applications/files not being shared. It will return to normal when going back to the shared one.

CPD Information

- CPD criteria: the total online duration must exceed 80% of the whole webinar length of that same day.
- CPD will be counted based on the WebEx attendance record, so please use your own device to log in the webinar instead of sharing device with others.
- Please keep the status at "joining" after entering the webinar, do not close the window or click on the "End meeting" button. CPD will not be counted if the total durations is not enough to meet the criteria.

Intellectual Property Rights

- To respect speakers' intellectual property, please do not share or repost the webinar link, meeting number and the password of the webinar.
- Please do not broadcast the webinar in public or record the content.
- The slides or the webinar record will only be shared with speakers' permission, which will be posted on the website for download.