

INSTRUCTION

BIOGENA ACADEMY WEBINARS

We are pleased that you have found an interest in our online training! You can view your booked webinar and related documents in your account under "MY WEBINARS". These instructions will help you to get to your webinar:

LIVE WEBINARS

When buying a live webinar, you will find the handout for download in your login area shortly before the live webinar.

BEFORE LIVE WEBINAR:

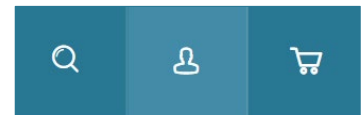
For a smooth process we recommend

- ✓ the use of the latest versions of Chrome, Safari, Firefox, Opera or Edge
- ✓ a good internet connection
- ✓ to download the handout in advance

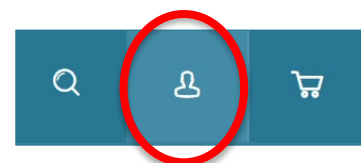
ON WEBINAR DAY:

1. Please go to the Biogena Academy website www.biogena-academy.com and log in with your login data

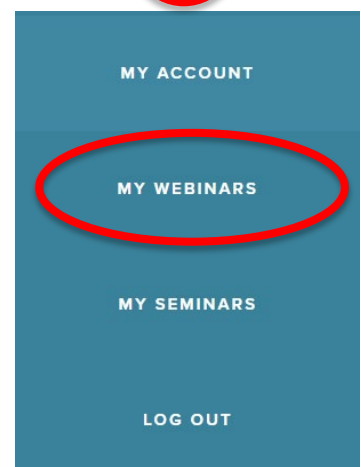
2. You will find the following buttons on the top right side of our website:



3. Please click the middle button, the menu will open:



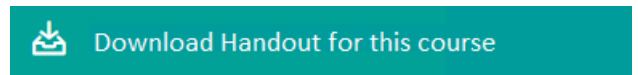
4. You can find your purchased online trainings under "MY WEBINARS". With a click on this button you will get to your webinars.



5. Please click "DETAIL" for the desired webinar.

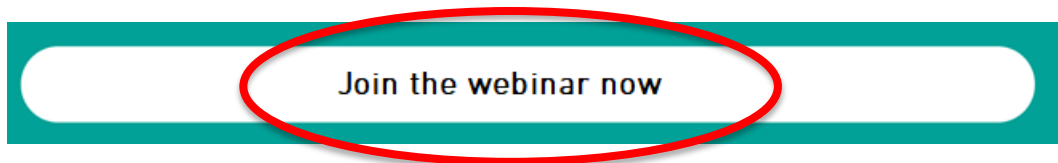


6. Now you are on the detail page of the selected webinar. Here you will find the handout for download:



A short summary of the content, as well as the duration of the webinar and the name of the speaker can also be seen here.

7. Ten minutes before the webinar starts, please click the following button:



From this point on, you will no longer be on the Biogena Academy website, but will be automatically redirected to our webinar platform CLICKMEETING.

CLICKMEETING

8. Here you will be asked to enter your name and email. Please enter your first and last name, as well as the email address with which you are registered at Biogena. A separate registration for CLICKMEETING is not necessary.
9. You will now enter the waiting room. As soon as the webinar starts you will be automatically forwarded to the webinar room. Please note that sound and camera of all participants will be disabled by the moderator during the entire session. Questions are welcome via chat.

We wish you a fantastic time with our webinar!

If you need further support, we will be happy to help you at +43 (1) 522 41 82 1700.

Yours Biogena Academy