Robert's webinar events

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Robert runs two different types of webinars*:

1. A "Discussion" webinar:
   - This is typically the BullCharts User Group (BCUG) session webinar; but is sometimes used for special *"BullCharts Overview"* sessions.
   - These sessions use the Zoom tool, and it is recommended to use a headset for better quality 2-way audio.
2. A "Presentation" type of webinar:
   - This is often used for the introduction and overview sessions, eg. the *"BullCharts Overview"* session.
   - These sessions are mostly a presentation, with little need for discussion and dialogue.
   - The presenter displays a series of slides, and a real software demonstration.
   - The presenter explains the slides and software, so the participants will need to have computer speakers (or a headset) connected and turned on.
   - Neither a microphone nor web camera are required for the plain "presentation" session.

The webinars use Zoom:

1. We use the Zoom service, which is free for participants, and runs in a normal web browser window (eg. Microsoft Edge or Mozilla Firefox). It also downloads a small software tool to better control the 2-way audio and the video.
2. It is important to register to attend these sessions so that we know how many people to expect.

Headsets:

The following notes might be useful to help procure a headset and get it working. Using a headset will help reduce echo, feedback and interference between a computer's microphone and it's speakers – even on a laptop.

Most headsets should be able to work acceptably. These days the USB-connected headset is most common, and the headsets include a microphone (as opposed to "headphones" that do not have a microphone).

1. Reasonable headsets should cost no more than $30 tops (suitable wireless or Bluetooth headsets might cost more if you prefer them). Available from stores like: Officeworks, etc. Suggested brands include: Logitech, Plantronics.
2. If you want to use a Bluetooth headset, you should be able to get it to work. Here are some tips that work with many devices (but not all, so check your setup instructions):
   - To pair the Bluetooth device:
     - Turn the headset off.
     - On the PC (or laptop), enable Bluetooth radio.
     - On the headset – hold down the power button for at least 10 seconds to turn it on and put it into "connection" mode. The indicator light will start flashing, and it will stay in this mode for about 2 minutes (with most units).
     - On the PC (or laptop) – in the Bluetooth connection software, enable the "search" for a new Bluetooth device. When the device is identified it will display the device name (brand / model). Follow the prompts and enter the code if prompted (default codes are either four zeroes, or the first four digits: 1234).
   - On the PC, you will need to tell the webinar (Zoom, etc.) software to use the Bluetooth headset and not the computer's normal speakers and microphone.

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* – "webinar" – a web-based seminar.