

## HOW TO REGISTER AND ATTEND THE WEBINAR

- 1) Please sign up following the link <https://sc.qlearning.it> shown in the top bar or at the center of the website.
- 2) You will then receive an email confirming your registration, enabling you to enter the platform using the personal user name and password chosen when registering. In case you forget your username and/or password, new ones can be easily requested. Once you have logged on, you can access your personal area. Digit the access code (provided by the Organizing Secretariat) needed to join the Webinar. Please remember to click on the link only on the day and at the agreed time of the Webinar.

The program used on this Webinar platform is “ZOOM”.

### How to download ZOOM – page 1

1. If you don't already have ZOOM installed on your PC, when you click on the Webinar icon, the following screenshot will open;
2. Please click “Download and Run ZOOM”.

### How to download ZOOM – page 2

1. Click on the .exe file downloaded to install the program.

### How to download ZOOM – page 3

1. The program will now be installed. Please wait till the installation is finished

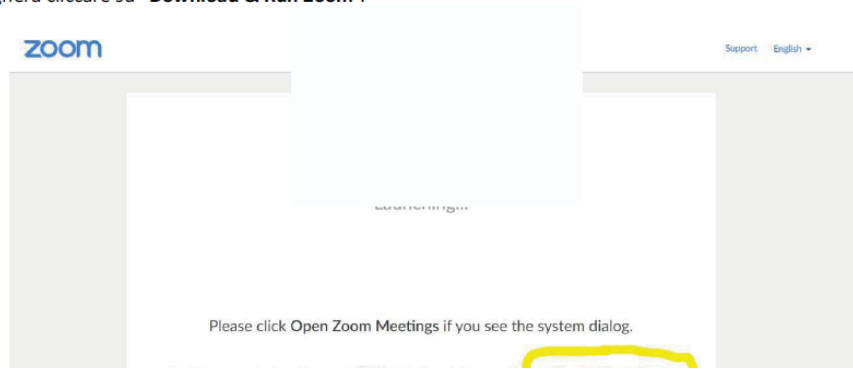
### How to download ZOOM – page 4

1. A window will open in which you need to type your email address (in the first box) and your name and surname (in the second box). Then, you need to click on “join Webinar”.
2. If you prefer not to be identified, you may insert just your name and the first letter of your surname.



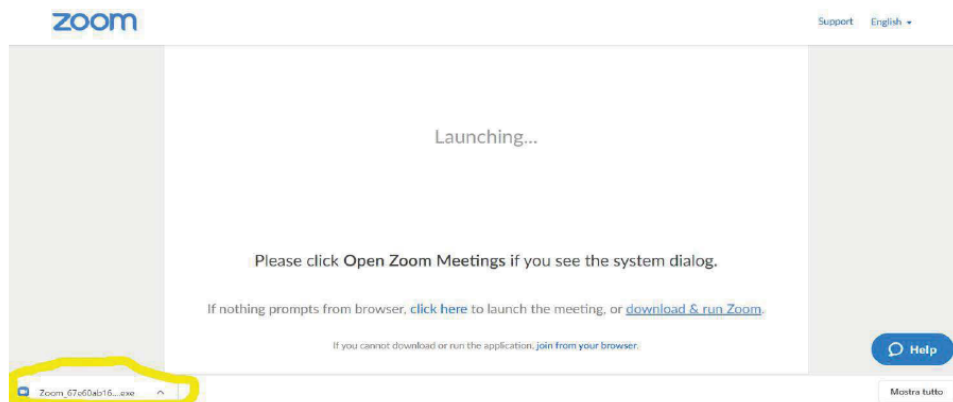
## Download di ZOOM – Pag. 1

1. Se **ZOOM non è installato sul computer**, quando cliccherò sul link del webinar al quale intendo partecipare, si aprirà la seguente schermata.
2. Bisognerà cliccare su **“Download & Run Zoom”**.



## Download di ZOOM – Pag. 2

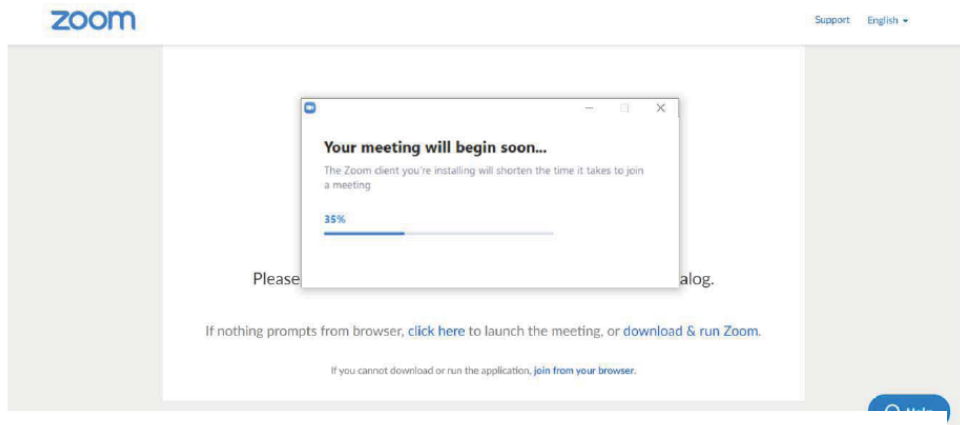
1. Devo installare il programma cliccando sul **file .exe** appena scaricato.





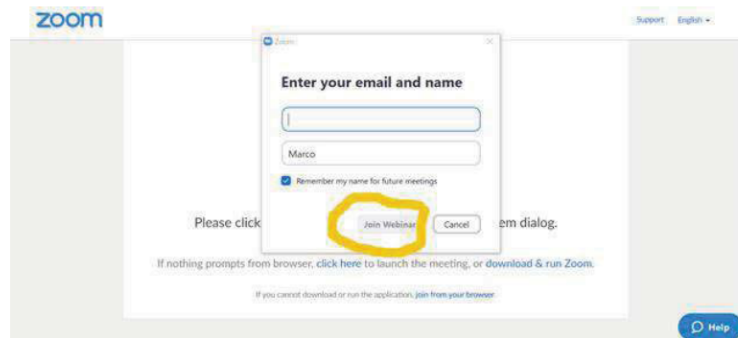
## Download di ZOOM – Pag. 3

1. A questo punto il programma verrà installato → **devo attendere il termine dell'installazione.**



## Download di ZOOM – Pag. 4

1. Si aprirà una finestra dove dovrò inserire il mio INDIRIZZO E-MAIL (nel primo riquadro) e il mio NOME E COGNOME (nel secondo riquadro). Fatto questo dovrò cliccare su **JOIN WEBINAR**.
2. In caso di webinar, dove si vuole tutelare al propria identità, si potrà inserire il NOME e l'iniziale del COGNOME.



- 3) Only after the webinar has finished, can you fill out the **CME TEST** and the **CUSTOMER SATISFACTION QUESTIONNAIRE**. In case of “synchronous” e-learning courses, the CME test must be completed within three days after the course has finished.

The CME test is a multiple-choice test consisting of 3 questions for every CME credit. Each question will have 4 possible answers, only 1 of which is correct. In order to pass the test, you need to answer at least 75% of the questions correctly. Please note that the attempts to pass the test are limitless. For this reason, the test is double-randomized, in other words, the questions and answers change randomly and systematically at each attempt.

**CUSTOMER SATISFACTION QUESTIONNAIRE:** by filling out this questionnaire, you can express your opinion on the relevance of the topics in relation to your training needs and on the educational quality of the CME program; you can also let us know whether this webinar has met your training/educational needs and whether the time spent on the webinar was adequate for learning. In case of a sponsored event, you can also inform us if you think that the course was influenced by commercial interests. The test is anonymous.

**C.M.E. ATTENDANCE CERTIFICATE:** after attending the course, completing the CME test and filling out the Customer Satisfaction Questionnaire as outlined above, the participants can download their Attendance Certificate with the number of CME credits obtained for the current year.

**Computer equipment required to participate in the E-learning courses:**

**1. Operating System**

Windows 7 or higher, Mac OS X 10.6 (Snow Leopard) or higher - Linux - Google Chrome OS

**a. Mobile Devices**

Android OS 4.4 (Kit Kat) - Android 9 or higher - iOS 10 or higher - Windows Phone 8+,  
Windows 8RT+

**2. Browser Web**

The 2 most recent versions of Google Chrome, Mozilla Firefox, Opera or Safari are recommended, Internet Explorer 11/Edge (not recommended).

**3. Internet Connection**

**a. Computer**

Minimum 1 Mbps (broad band recommended)

**b. Mobile phone**

Minimum 3G connection (Wi-Fi recommended for VoIP Audio)

**4. Hardware**

At least 2GB RAM for mobile phones or 4GB RAM for PCs (recommended)  
Microphone and speakers (headsets recommended)

**5. Applications for viewing PDF files**

Adobe Reader

**6. Plug-ins**

Adobe Flash Player 10.0 or higher.