

The Bruman Group, PLLC

How-to Guide for Virtual Spring Forum 2023 Attendees

How to Log into Forum Through BigMarker:

- Before logging in, please make sure you run a quick system requirement check through the following link: https://www.bigmarker.com/system_check.
 - If there is a connectivity or firewall issue, please contact your computer systems administrator.

Please note attendees will be able to log-in 30 minutes prior to the start time.

- To log in: please click on your unique custom URL link in your e-mail.
 - **NOTE: Each registration link can only be accessed by a single user. The link will not work if accessed by a second user.**
 - If you cannot locate your unique link, please e-mail forum@bruman.com and it will be re-sent to you.
- Once you log in, you will be brought to a landing page to recheck your system requirements. When that is complete, you can click “Enter Webinar.”
 - If you want to call-in instead of listening through your computer, you can obtain the dial-in information found in your e-mail. This will help with any audio troubleshooting.
- Once you “Enter Webinar” you will be placed into the waiting room. Each session will open to attendees approximately 10 minutes prior to the start time.
 - The waiting room includes music to ensure attendees can hear the audio. There will be a “Click for Audio” button on the screen. You must click this to hear the music. If you cannot hear the music after selecting “Click for Audio”, check your audio settings at this point as well.
- Once the session opens up, you will see the Presenter’s slides.
 - ***To start your audio, please click on the “Click for Audio” button to enable audio for the session.*** If that does not automatically start audio, please refresh your browser and re-click the “Click for Audio” button.
 - If you want to switch your audio during the webinar from computer to telephone or vice versa, the call-in information will be on the registration confirmation email.
 - To make the slides Fullscreen, towards the top right of the PowerPoint, you will see a Full button with 2 arrows. That will enable the slides to full screen.

Attending the Forum:

- The attendee panel on the right-hand side includes various tabs titled, Chat, Q&A, Polls, and Handouts. These tabs are further described below. If you do not see the panel automatically, click

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“Chat” at the bottom right and it will pop up. *Any time you see a red dot in the panel title box this means there are new notifications for your review.*

Chat Box Panel

The Chat tab contains the following types of chat boxes:

Public: You may use this chat room to communicate with everyone in the webinar, including attendees and presenters. You may tag an attendee or presenter in the chat using the “@” before their name to specifically address that person. It is preferred that the Public Chat be used for comments only. Any questions, or comments considered to be a question, will be moved to the Q&A panel by one of our administrators.

- **If you have any questions regarding the material being presented, please see the Questions & Answers Panel section.**

Technical Support: If you are experiencing any issues with your BigMarker experience, please enter any questions or comments into this chat room. This is the preferred method of contact while attending the virtual Spring Forum, however, you may also email us at forum@bruman.com for technical assistance.

Twitter: You can log into your twitter account and then select a hashtag. Any tweet that includes that hashtag will post here. BruMan currently uses **#BruManForum** for its virtual trainings.

Questions & Answers Panel

Under the Q&A panel you will see 2 tabs:

All: Any new, unanswered questions that you or other participants type in, will appear in this tab. This tab will also include any questions asked in the chat box that was submitted via the “Add to Q&A” option or that were moved by our administrators.

- *Please note that any duplicative questions that have already been answered may be automatically moved to the answered tab, described below.*

Answered: All questions that that have been answered whether verbally or in writing will appear under this tab.

Polls Panel

In order to keep our sessions interactive, and also so that attendees may obtain Continuing Professional Education (CPE) credits, several poll questions will appear randomly throughout the presentation. When the poll question(s) pop up, make your selection and click ‘Submit’. Please check your pop-up settings in your browser to ensure that you will be able to participate. If you miss a poll, please enter your answer into the Chat panel.

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➤ **NOTE: If you are requesting CPE credits, please click submit and do not click on 'Do it Later' or you may not qualify for CPE credits. In addition, an end of Forum survey must be completed at the end of the conference on Thursday.**

Handouts Panel

Under the handouts tab, you will see two options:

- View the handout (Eye icon)
- Download the handout (Arrow down icon)

When viewing the handout, you will then be able to:

- Magnify the handout
- Draw any notes by clicking 'Draw' and then to undo you may click 'Erase'
- Print a copy
- Save your handout

Recordings

Forum sessions will be recorded. Registered attendees will have access to all of the recordings by May 15, 2023. The recordings will include all the breakout sessions regardless of which session the attendee selected. These recordings cannot be shared with non-registered attendees and will be available only through June 31, 2023.

- CPE credits will **NOT** be awarded for any of the recordings, **ONLY** livesessions.

Troubleshooting

If you experience any issues during the webinar, here are some helpful solutions:

- Reload your webinar browser (this has been most effective);
- Quickly log out and log back in (please perform a system check before re-entering); or
- Enter your question/issue into the Technical Assistance chat box (preferred method) or email forum@bruman.com.

Link to Handouts & Presentations:

To access the Spring Forum handouts and presentations, click the link below or enter the url below into your browser. Any handouts received at the last minute will be uploaded to the link at our earliest convenience and will be available in the session via the Handouts tab.

<https://bruman.com/brustein-manasevit-llc-virtual-spring-forum-2023-slides-and-handouts/>

Questions?

Please feel free to contact us at forum@bruman.com.