

# WEBCAST INSTRUCTIONS

## Roundtable on Evolving TTAB Processes February 19, 2015; 12:30 pm – 4:00 pm, EST USPTO Madison North Auditorium

Event number 991 535 780

Password: 123456

### Instructions for On-campus, Teleworkers & Public

(Those on-campus are asked to attend the live event **in person**, if possible)

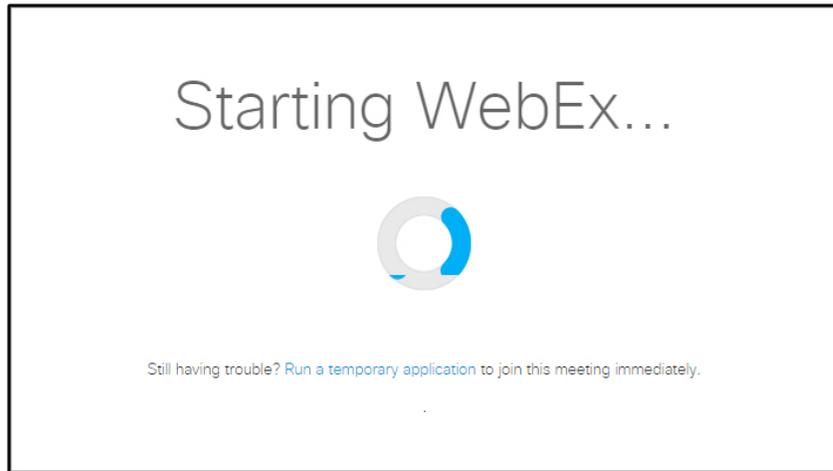
Click link below to sign-in to the webcast session:

<https://uspto-events.webex.com/uspto-events/onstage/g.php?MTID=e930088984d2e88174c9764d3e36b7614>

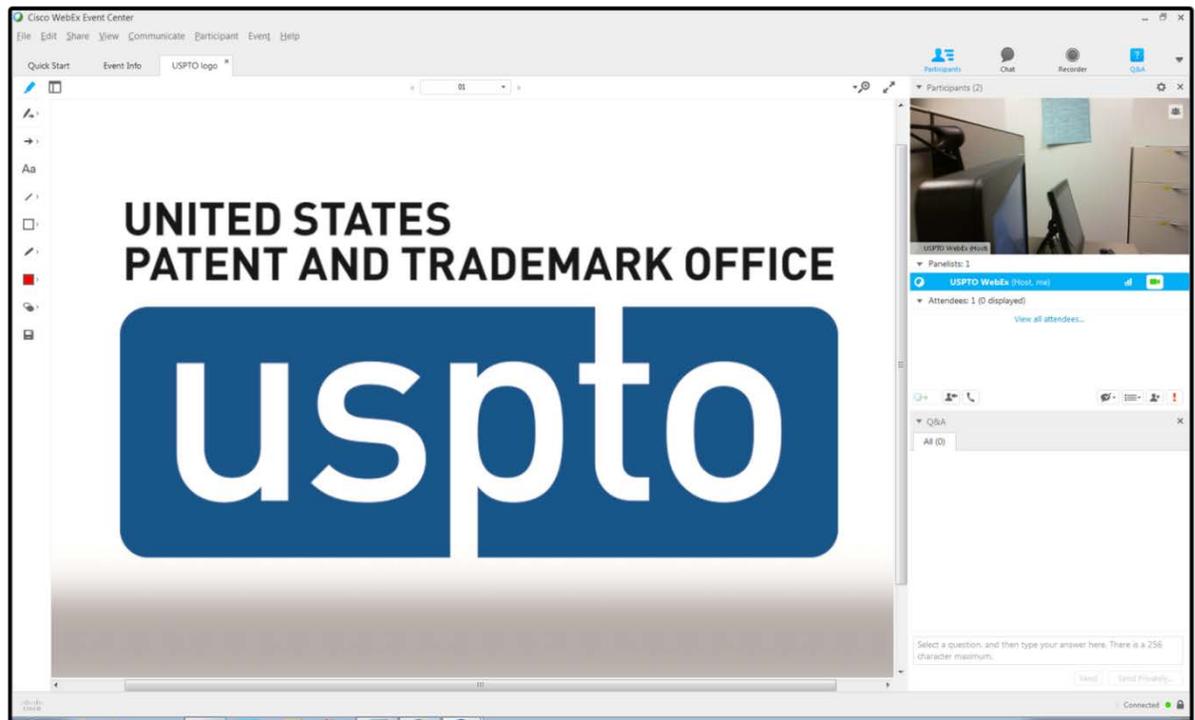
1. Note: the event status, date and time are on the left hand side. You will not be able to join the event until **15 minutes** before start time. **Please note you will not be able to log into the event prior to the 15 minute window (The boxes under Join Event Now will be greyed out and you will not be allowed to enter your information into the boxes.)**
2. Once the event has been opened, you may join the event by filling in the blanks under the "Join Event Now".

The screenshot displays the registration interface for a webcast. At the top, the United States Patent and Trademark Office logo and name are visible. Below the header is a navigation menu with links for About USPTO, Patents, Trademarks, IP Law & Policy, Products & Services, Careers, Investors, News & Notices, eBusiness/Alerts, FAQs, and For Kids. The main content area is titled 'Event Information: USPTO Default Event Charlene and Roman 1'. On the left, event details are listed: Event status (Started), Date and time (Thursday, January 8, 2015 11:30 am Eastern Standard Time), Duration (1 hour), and Description. On the right, there is a 'Join Event Now' section with a form to provide personal information. The form includes input fields for First name, Last name, Email address, and Event password, along with a 'Join Now' button. A disclaimer at the bottom of the form states that joining the event implies acceptance of the Cisco WebEx Terms of Service and Privacy Statement. A footer note advises users to click a link to ensure they have the appropriate players to view UCF rich media files.

3. Sign-in using your first name, last name and email address.
4. Make sure to enter the event password: **123456**
5. Click on the “Join Now” button.
6. You should see the “Starting WebEx” screen:



7. You are in.



**To Join the Audio Conference:**

Call-in toll number (US/Canada)

1-650-479-3208

Access code: 991 535 780

Event Password: 123456

**Captions Link:** <http://www.captionedtext.com/client/embed.aspx?EventID=2543478>

***Assistance***

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to <https://uspto-events.webex.com/uspto-events/onstage/systemdiagnosis.php>.

If you need assistance with login or if there is a problem with the webcast, please contact the OCIO Service Desk at 571-272-9000.