

Grants Online Review Module Webinar

October 2011



Webinar Information

Grants Online Review Module Webinar

Join us for a Webinar on October 13, 2011

Space is limited.

Reserve your Webinar seat now at:

<https://www3.gotomeeting.com/register/305322798>

Date: Thursday, October 13, 2011

Time: 2:00 PM - 4:00 PM EDT

NOTE: You MUST REGISTER in order to access the webinar.

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.5 or newer

Webinar Guidelines

- **TO AVOID TOLL CHARGES** – If your computer has Microphone & Speakers, please select this option from Audio menu. (Some desktops will need external speakers and/or mike.) This will allow you to hear the presenter without dialing a phone number. *Attendees microphones will be muted by default (controlled by organizer).*



- In case attendees are not muted by default, **PLEASE** put your phone on mute (to minimize background noise).

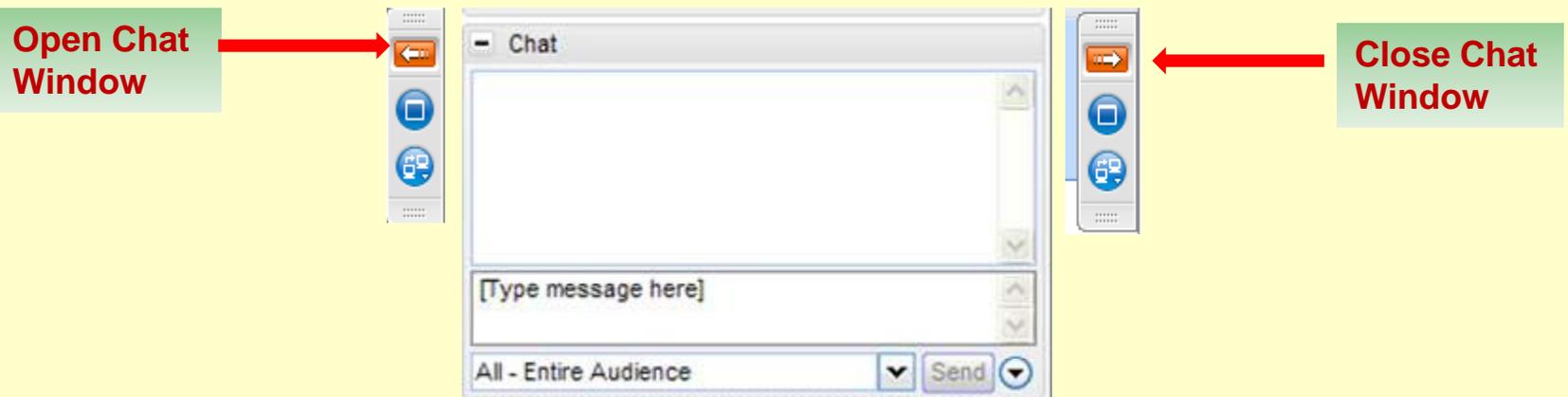
*6 to mute or unmute your phone

- Do **NOT** put your phone on hold – that will cause music to be heard by all participants.
- Take the opportunity now to focus on today's session by closing your email and other computer applications.



Questions during Webinar?

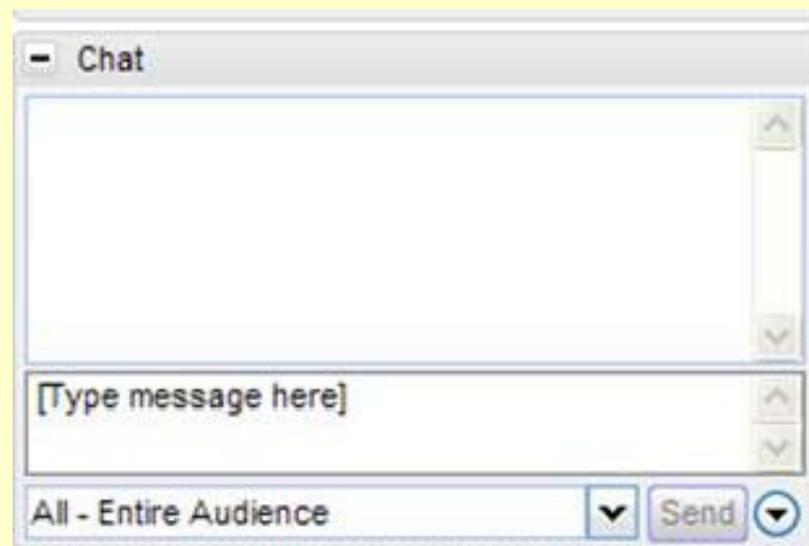
If you have a question type it into the “Chat” or “Questions” area



NOTE: For the Review Module Webinar, questions are being recorded, but not answered. They will be answered via email.

Let us know where you are calling from!

*(Type in “Chat” or “Questions”
Window)*



Agenda

- **Welcome**
- **FPO** – Review Event Set-up (*See User Guide - [Creating a Review Event.pdf](#)*)
- **FPO** – Conducting/Managing A Review Event (*See User Guide - [ReviewEventManager UserGuide 4 08.pdf](#)*)
- **Reviewer** – Conducting an Application Review (*See Quick Reference Guide - [Reviewers Quick Ref Guide 4 08.pdf](#)*)
- **Question and Answer Session** (*Time Permitting*)