Thank you for registering to participate in the CALTA21 online symposium, which will be held online this **Tuesday, June 3rd at 2:00pm EST. (FULLY ONLINE)**

Here are our setup recommendations for your computers:

Windows and Mac:

1.       Firefox browser recommended

2.       Headphones required. No microphone required.

3.       Java must be installed

·  Everyone may verify whether or not JAVA has been installed successfully by visiting this website: (Mac or PC)
[http://www.java.com/verify/](http://www.java.com/verify/%22%20%5Ct%20%22_blank)

4.      Speed: LAN (best)

5. Test your headphone using the Audio Wizard with Collaborate

**Here is the link to the Collaborate session:**<https://sas.elluminate.com/m.jnlp?sid=2011687&password=M.F0CE81357F56372CD64D30D23E0D36>
 **The session is now available so you can test your equipment and devices prior to the symposium. Please go there now and run the audio setup wizard. If the link does not work, please copy and paste it into your browser.**

If you have not used Blackboard Collaborate or Java before, you will most likely need to install both programs prior to the symposium. Please follow the directions in your browser after you have opened the link provided above. Process for installation varies depending on computer, browser and previous versions of Java. Once you have installed the proper programs, click on the link again and you will be prompted to enter you name. Please open the file that will download immediately after pressing the “Log in” button to access the symposium.

Here is a link to a help guide for setting up headphones:

<http://cuny.edu/about/administration/offices/CIS/functions/bb/userguides/blackboardcollaborate/blackboard-collaborate-audio-setup-wizard-quick-reference-guide.pdf>

If you encounter any problems with the installation process you can contact us at calta21info@gmail.com and we will have someone get in touch with you to walk you through the process. It is crucial that you do this prior to the June 3rd date.

If you have urgent problems connecting during the day of the symposium, please call (516) 313-1091 between 12:00 and 12:45pm EST.

If you prefer to call in to the symposium on your telephone, you may access it through the following number:

Participant Phone:  571-392-7703

Participants PIN:   57368843575

Please note if you choose this option you will not be able to see the live video feed, type in questions for our Q&A sessions or view the Powerpoint presentation that will be shown throughout the symposium. We will later post critical documents resulting from this symposium to complement what you have heard over the phone.