



Webinar: Professional Skills in practice around the Globe **Joining Instructions**
Wednesday 8 June 2016 : 08.30 – 09.30 (BST) **CPD: 1 Hour**

Dear Delegate

Thank you for booking to take part in the webinar event on Wednesday 8 June. The programme will be as follows:

08.30 – 08.40	Introduction by Ben Kemp, General Counsel, IFoA
08.40 – 09.25	Professional judgement and The Actuaries' Code - facilitated discussion of case studies, Patrick Cleary, and Malcolm Lee, joined by panel members Neil Hilary and Ben Kemp
09.25 – 09.30	Closing remarks, Ben Kemp

The view and opinions expressed by the panel during this webinar are their own and do not necessarily reflect the opinion or view of, or imply any endorsement by, the IFoA and/or its members.

Participation in this webinar may be counted as 1 hour towards the annual 2 hour requirement for Stage 3 Professional Skills Training (PST).

Note: if joining the webinar from overseas you might like to check the times here:

<http://www.timeanddate.com/worldclock/converter.html>

As examples here are a few converted times:

- Beijing (China - Beijing Municipality) Wednesday 8 June 2016, 15:30:00 CST
- Delhi (India - Delhi) Wednesday 8 June 2016, 13:00:00 IST
- Harare (Zimbabwe) Wednesday, 8 June 2016, 09:30:00 CAT
- Singapore (Singapore) Wednesday, 8 June 2016, 15:30:00 SGT
- South Africa (Johannesburg) Wednesday 8 June 2016, 08:30 SAST
- Switzerland (Zurich) Wednesday, 8 June 2016, 09:30:00 CAT

Please see below for the information you will need to take part:

Testing your connection

STEP ONE: Making sure you have the right device and browser software

Visit <http://actuaries.multichanneltv.com/live/test.php>

Please do this on the device and the network connection you intend to view the live webinar on.

We strongly recommend you complete the tests in advance of 8 June as there won't be any technical support available on broadcast day itself. Any issues will need to be resolved beforehand. You should see a blue IFoA branded title slide and then the broadcast should change to a playing video or a vertical colour test bar. If you are on a mobile device you will just see the title slide and will have to click on the video play button. This is because videos don't start automatically on mobile devices.

If the above appears correctly then you have the correct software on your device to watch the live webinar. Move onto STEP TWO to test your network connection to see if you have enough bandwidth to view it without buffering.

If you don't see the video or hear anything, move into the FAQs to help diagnose what the problem may be. Resolve them and then retake STEP ONE.

STEP TWO – Make sure you have enough bandwidth to view the webinar without buffering

Visit <https://www.multichanneltv.com/client-checks/>

Have a look at the results. You should have at least 512Kbps (0.5 mbps) per second for a reliable live broadcast without buffering. If the check has shown lower than this, you will experience buffering issues and you should consider an alternative connection.

For instance, if you do experience slow playback and buffering when playing videos at work, you may like to view the live broadcast from a home PC or a mobile 4G connection, as these often deliver more network bandwidth than corporate networks.

FAQs/Helping you to diagnose issues

Will my network firewall/IT department allow me to see the live broadcast?

It should do yes, we are broadcasting in the same way that you would view a webpage, port 80. If you can't see the video or testcard then please contact your IT support department and they can liaise with our tech support team by email at support@multichanneltv.com.

Do I need Adode Flash to see the live broadcast?

It's an advantage; since it's one of the streams we are providing, but not essential since we are broadcasting in other more modern formats too. Most modern browsers support html5 video without the need for the Flash plugin. Ensure you have one of the browsers below and Flash won't be an issue.

Will I need speakers or headphone on my device?

Yes, you will in the normal way. If you see a video or test colour bars but don't hear anything contact your IT support department, since this will either be a device or a proxy/citrix issue.

Can I watch it on mobile tablet and phone devices?

Yes you can. Just make sure you have the correct browser (see below)

What browser do I need?

- FireFox 37 and above
- Internet Explorer 10 and above – Flash enabled
- Chrome 42 and above
- Safari 7.1 and above
- Safari for iPad/iPhone (iOS) 7.1 and above
- Opera 29 and above
- Chrome for Android tablets and phones - 42 and above

Please note that the native Android browser is not supported - use Chrome 42 and above for Android phones and tablets

Can I view the live broadcast full screen?

Yes, you can. You'll be able to click the full screen icon in the bottom right of the player controls. This is useful if more than one of you are sharing the screen. Ensure you have a good network connection for good quality full screen streaming.

Please be aware though, that if you are watching the video full screen, you'll have to exit full screen mode to post a question or participate in/or see poll results

Will I be able to see an on-demand version afterwards if I miss the webinar

Yes you will. An on-demand version will be available once the live broadcast has finished. A weblink to this will be emailed to everyone that registered for the webinar.

On the day – Watching the Webinar

<http://actuaries.multichanneltv.com/live/professional-skills-around-the-globe/>

The link for the live webinar is above. The live broadcast will start just before 08.30 BST (07:30 GMT) and end at around 09:30 BST (08:30 GMT). You'll just need to provide your email address to login and to claim 1hour CPD for watching.

Participating in the webinar – Questions for the Panel

You can ask a question of the panel at any time during the event. Below the live video you will see a part of the web interface where you can submit your questions. All you need to do is add your name when you do it. Please ensure you aren't watching the video in 'Full Screen' mode, otherwise you won't be able to see this!

You will see other peoples' questions in the interface as well as your own. We can't guarantee (due to time constraints) that the panel will be able to answer your question within the 1 hour session, but we will be collating all questions to identify themes which can be picked up in the discussion forum, where you can continue discussing the topics covered with other viewers after the event.

Participating in the webinar – Viewer Polls

During the webinar there will be several viewer polls. The panel will let you know when each is live and you can vote! Polls appear in the tab next to the questions in the user interface. For each poll the set of results will be displayed in the interface once the poll has closed.

Voting in the polls isn't compulsory, but we do encourage viewers to do it, so as to provide feedback to the panel, plus it's fun! As with questions, make sure you aren't watching in full screen mode if you want to participate.

There may be a short difference in time before the panel letting you know the poll is open or closed and the poll options/results appearing. This is due to the time it takes to encode and transmit the streamed video, so please just be aware of this.

Discussion forum

You can continue to discuss the topics raised in the webinar by logging on to the IFoA website www.actuaries.org.uk and joining the [discussion forum](#) which will be open until Friday 17 June.

If you don't use the link above you can access the discussion forum by following these steps from the website:

- Click on My Account
- My learning environment
- Professional Skills Training for experienced members
- [Webinar: Professional Skills in practice around the Globe Discussion Forum](#)

If you have any queries please do not hesitate to contact:

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