

# Illuminate - Participant's Guide

LearnCentral allows educators to use a free public Illuminate room to hold large webinars or group meetings. To qualify, the events must be 1) education-oriented, 2) free (you're not charging those who attend), 3) recordable, and 4) open to anyone to attend.

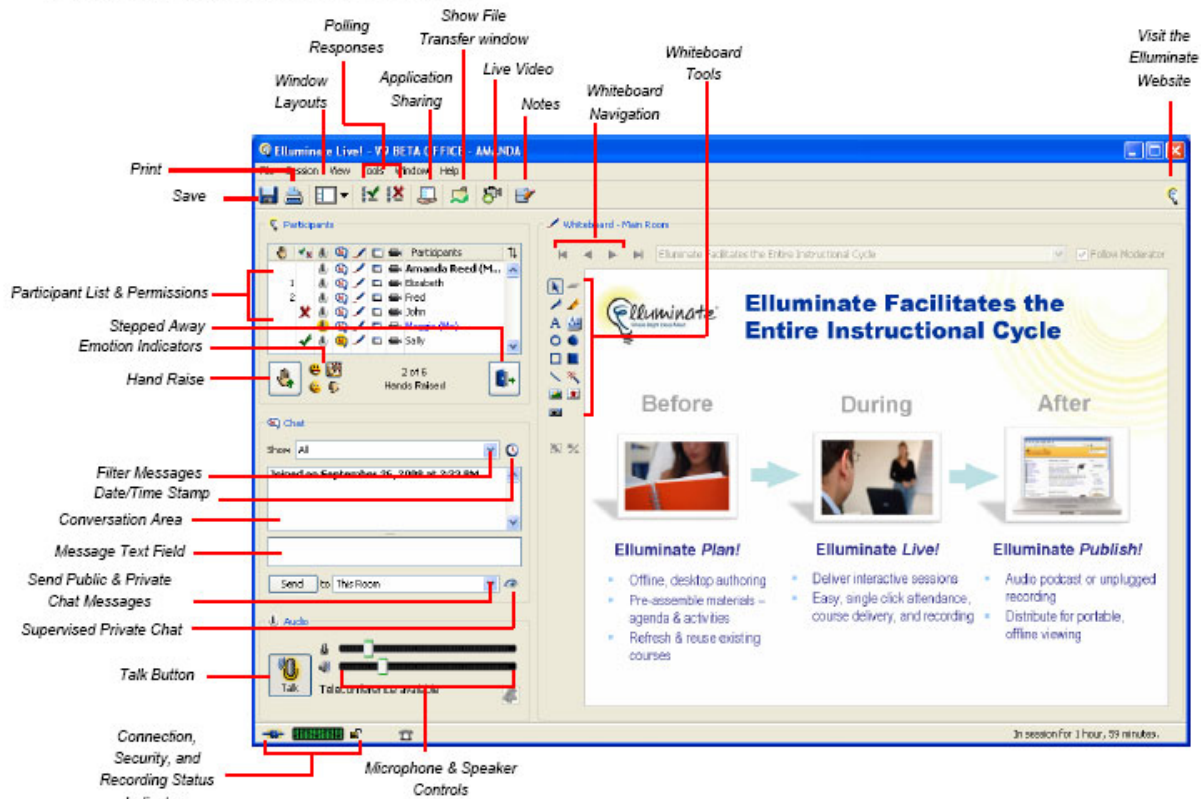
## Before Attending a Meeting

- It is advised that you go through the live or recorded free Illuminate training (<http://www.illuminate.com/support/training/index.jsp>) before participating in a session, and strongly suggested that you attend another session as a participant to see how an Illuminate session works. Please don't go in without any actual experience -- it won't be good for you or the other attendees! 😊 Although it is an honor system, LearnCentral does ask that you are prepared as they don't want these free sessions to reflect poorly on Illuminate!

## The Actual Meeting

- Participants of the meeting should enter the room via the participant URL ([https://sas.illuminate.com/d.jsp?sid=Icevents&password=Webinar\\_Guest](https://sas.illuminate.com/d.jsp?sid=Icevents&password=Webinar_Guest)). **Please note that participants do not need to be members of LearnCentral to attend the event!**
- During your first session, use the "Audio Setup Wizard" utility from the "Tools" menu to configure your microphone and speakers.
- Please consult the image below for a brief description of the Illuminate room and all of the available tools and options:

### Participant Quick Reference Guide



## Ending a Meeting

- When your session is over, please leave the room. If the moderator is recording the session, he/she will need all participants to leave the session to finish the recording process.

## After a Meeting

- When your meeting is done, you will find the link to the recording in the post-event space on the event's group calendar listing, located here <http://www.learncentral.org/group/3432/host-your-own-webinars>. Simply click on the "Events" tab and then click on your event.