

# PROFESSIONAL PROTECTOR PLAN® FOR DENTISTS



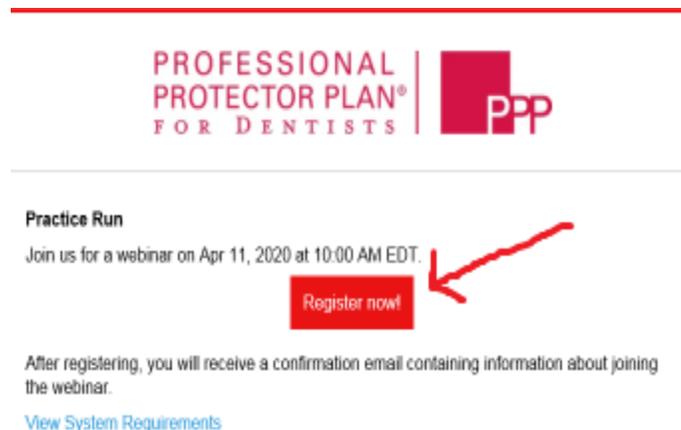
## GoToWebinar Live Online Risk Management Course Instructions & Guide

For assistance please contact Ashley Lacourse at [alacourse@bbprograms.com](mailto:alacourse@bbprograms.com)

### Scheduling:

The Live Risk Management Webinar will be held between **two consecutive days**, in length of **2 hours each day**. There will be **1 15-minute break** at the end of the first hour.

**Initial Registration:** An email will be sent to you from your State Administrator / Agent with a Registration Link.



Once you have registered, you will receive a confirmation email will be sent with a link to Join the Webinar at the schedule date and time. **It is highly recommended to check your system requirements to avoid any connection issues.**

### Before you begin:

#### Email Review and Attachments:

Please review the email, sent from your State Administrator / Agent, and complete the Evaluation Form. This email will contain Important Instructions you will need to follow in order to obtain your CE credits and 10% Professional Liability Credit.

## Evaluation Form:

The Evaluation Form will be attached within the Registration Email. All fields need to be completed and sent back to your State Administrator / Agent, **prior to the seminar**, in order to obtain the CE credits and 10% Professional Liability Credit which will be applied at the **end** of the webinar. This document will be attached within the Registration Email. **Note:** If you are not an AGD member and do not have an AGD Member number, please enter "0" in this field.

## **Control, Protocol, and Online Risk Management Seminar for Dental Professional Liability Course Evaluation**

Thank you for your participation in our seminar. We strive to make this an educational and entertaining experience for you and appreciate any feedback that you might have. Please fill out and submit the form at the completion of the seminar to obtain your Certificate of Completion.

### **We want to know more about you!**

**Full Name:**

**PPP Policy Number:**

**AGD Number:**

It is highly recommended you check your system requirements to avoid any connection issues prior to the seminar start date.

## System Requirements:

Click the link within your registration email to review the system requirements. You can attend a webinar from anywhere, anytime using a compatible computer or mobile device.

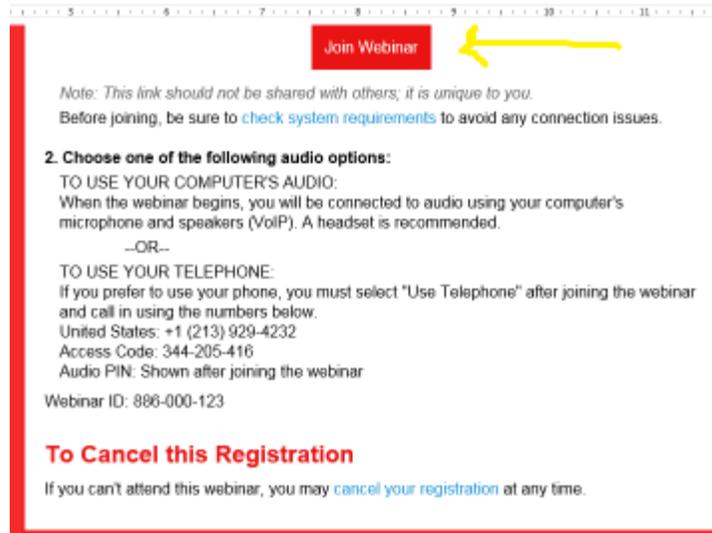
### Join a Classic or Standard webinar

<b>Operating system</b>	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Mojave (10.14) Linux Google Chrome OS Android OS 5 (Lollipop) - Android 9 (Pie) IOS 10 - IOS 12 Windows Phone 8+, Windows 8RT+
<b>Web browser</b>	Google Chrome (most recent 2 versions) Mozilla Firefox (most recent 2 versions)
<b>Internet connection</b>	Computer: 1 Mbps or better (broadband recommended) Mobile device: 3G or better (WIFI recommended for VoIP audio)
<b>Software</b>	GoToWebinar desktop app GoToWebinar mobile app JavaScript enabled
<b>Hardware</b>	2GB of RAM (minimum), 4GB or more of RAM (recommended) Microphone and speakers (USB headset recommended)
<b>Mobile device</b>	iPhone 4S or later iPad 2 or later

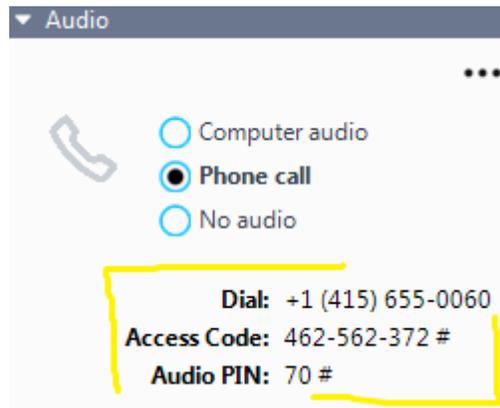
## Day of the Live Risk Management Webinar:

On the day of the live webinar, you will click the Join Webinar button. This will direct you to the GoToWebinar Live Stream.

Please join the webinar 10 minutes prior to the scheduled start time.



Please note there are **two** audio options available, your **Computer's** Audio or your **Telephone**.  
\*Please choose the **Phone** call option and input the



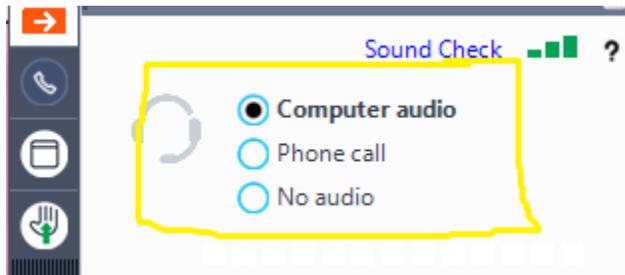
\*\*Once you have successfully logged in and joined the webinar in process, please check the following:

\*Background noise is limited from any mobile device

\*Perform audio check once you are logged on (if using computer audio)

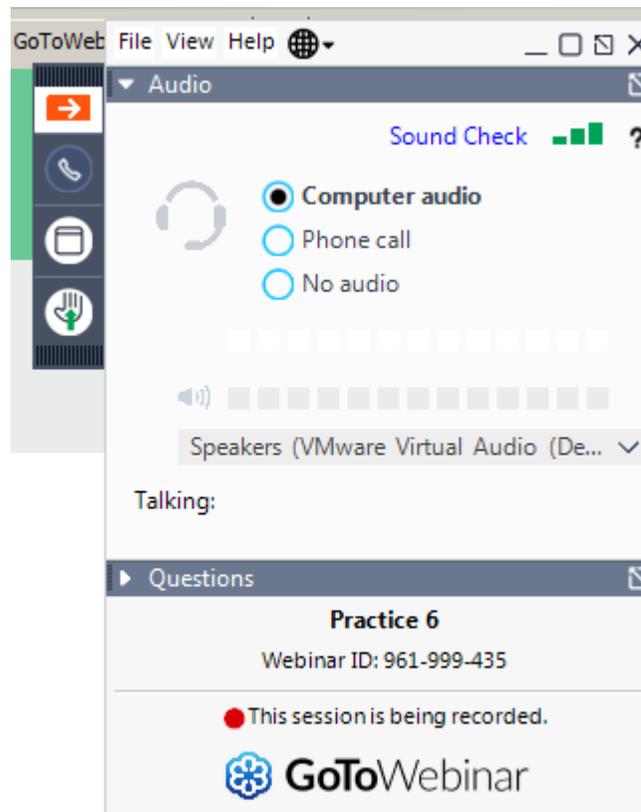
## Audio:

If you have chosen the Computer Audio option, you will want to ensure you have completed a sound check to verify your speakers are working properly and the Computer Audio button has been selected within the tool box located to the right of your screen.



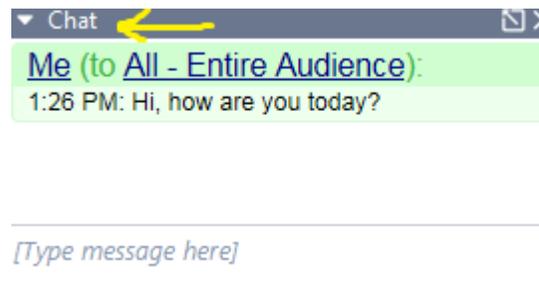
## During the Course:

Once you are in the webinar, you will have a few options to communicate and respond to the speaker. Please note your phone and computer microphone (if applicable) will be muted by the moderator to eliminate any background interference.



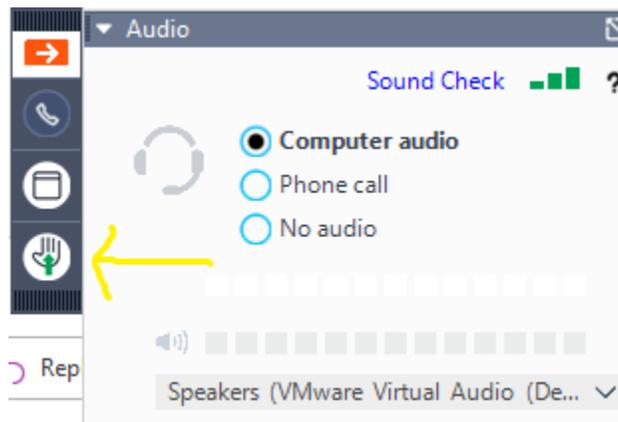
### Question/Chat:

At any time during the presentation, you can communicate with the speaker by using the question/chat option. This tool will be used to answer or ask questions to the presenter.



### Hand Raise:

After the break, you will be asked to raise your hand to confirm you have returned to the webinar. **Note:** If you have a question, please feel free to use this option.



### Completing the Webinar:

After the webinar has completed, and you “quit” the course, you will be prompted to complete a survey. This will confirm your attendance of the course and provide you with your appropriate CE Credits. This **MUST** be completed.

**Note:** This will automatically prompt at the completion of the course.

## Assessment for rm seminar

1. There are risks associated with even the simplest of dental procedures
  - yes
  - no

