



Gauteng Institute for Architecture

a region of SAIA



274 Fox Street, Maboneng Precinct, Johannesburg, 2194

Tel: +27 11 403 0954 Email: info@gifa.org.za

President: Krynauw Nel

FREE WEBINAR TERMS AND CONDITIONS

- 1) Please note that your e-mail provider / IT Administrator might have disabled the link to the following:
 - The registration link/button.
 - The join event button
- Please register then via our website <https://ecpdpro.co.za/> , on the landing page in the Events calendar, or copy and paste the link to your web browser.
- To join the webinar, please copy and paste the link to your web browser, and press enter.
- 2) After Registration you will receive a Registration Confirmation email, that you need to ACCEPT. This will save your event directly to your calendar, from which you can also join the event.
- 3) If you have not received a confirmation email, please check your SPAM mail box first, before contacting us. We can assist you up to 24 hours prior to the event, with registration issues.
- 4) Registration closes 24 hours prior to the event.
- 5) Delegates will receive a unique link to our streaming platform, within 24 hours prior to a scheduled Webex Event.
- 6) To connect, you need either a PC with loudspeakers connected to it (webcam or micro-phone will be an advantage), a laptop (most laptops have a built-in webcam and micro-phone) or a smart device such as a tablet or cell phone. You will also require a connection to a data service.
Ensure that you have a strong internet signal/connection, as this can significantly affect your Webinar experience.
- 7) Guidance on how to join and connect to Webex Events is available on <https://ecpdpro.co.za/> . You are required to register on the e-CPD.pro platform, to gain access to the training material, and other relevant information. After Registering you can get access to all the HOW TO, videos and material via this [LINK](#) .



Gauteng Institute for Architecture

a region of SAIA



274 Fox Street, Maboneng Precinct, Johannesburg, 2194

Tel: +27 11 403 0954 Email: info@gifa.org.za

President: Krynauw Nel

- 8) You will be required to download the Webex App, onto your phone or tablet, to attend the event via a smart device. This is to ensure the best user experience and for Cyber safety. You can delete the App after the event or keep it on your phone for future events. Your App will have your unique login details stored for an easier future login experience.
Detailed explanations on the Webex Android and IOS App's, can be found on the internet and can be downloaded from <https://ecpdpro.co.za/how-to/>
- 9) GIFA reserves the right to postpone any EVENT at any time, due to logistical or technical reasons. An e-mail stating the postponement of a module of the webinar series to the e-mail address provided by you will be deemed sufficient notification.
- 10) Only individuals who have registered and attended the EVENT are eligible for their CPD certificates. This means that you cannot send your invite to another individual; Someone cannot use your login details; And more than one person cannot congregated around a PC, and all expect a CPD Certificate.
- 11) CPD Certificates must be downloaded from <https://ecpdpro.co.za/> and will not be e-mailed to individuals.
- 12) You are required to read ahead of the EVENT, the requirements for a Webex EVENT, available on <https://ecpdpro.co.za/how-to/> and that, in doing so, you will familiarise yourself with the technicalities of connecting online to attend the EVENT.
- 13) You will need to register on the e-CPD.pro website in order to gain access to all the information required for the Gifa events and workshops.
- 14) We request that you log on 15 minutes prior to the scheduled time, to sort out any technical or connection issues. Please let us know if you have any technical issues before the event starts, for us to assist you.
- 15) Should you have technical issues, on the following, please click on the links provided to assist you, or download the documents from <https://ecpdpro.co.za/how-to/>.
 - Can't Log in: <https://help.webex.com/en-us/WBX9000018881/Troubleshooting-Meetings>
 - Audio Issues: <https://help.webex.com/en-us/WBX12581/Webex-Audio-Troubleshooting>
- 16) You can test you network connection just prior to the event, by clicking on the following link:
<https://mediatest.ciscospark.com/#/main>



Gauteng Institute for Architecture

a region of SAIA



274 Fox Street, Maboneng Precinct, Johannesburg, 2194

Tel: +27 11 403 0954 Email: info@gifa.org.za

President: Krynauw Nel

HOW IS THE WEBINAR INVOLVEMENT AND ATTENTIVENESS MEASURED?

During the event, we can easily track if attendees are no longer focused on the presentation, via analytics and algorithms (i.e. keystrokes, mouse movement, open screens) coded into the Webinar software. It is taken from an equation that evaluates each attendee's interactions on a scale of 1 to 100. This proprietary algorithm is used to calculate each attendee's interest. Please note that the attention tracker is not a form of spyware.

The attention indicator records and shows if:

- An attendee has minimized the event window, even slightly.
- Brought another window in front of the event window, i.e. Instant messaging or another program.
- Have two or more programmes open and active on the program that is not the Webinar program/screen.
- If you have more than one program open on your computer, even if you minimised those screens/programs and the Event screen is fully open.
- If you have more than one desktop screen linked to your PC and both are open.
- If you are using your mouse too much or typing on your keyboard continuously.
- The computer has gone into sleep mode or the laptop has been shut.
- If you muted the presenter or reduced the volume significantly.

Key steps to take to ensure you get the most out of the Webinar and score the highest attention rating possible.

- If you have more than one screen linked to you PC, please switch off the other screen, and/or do not work on one screen while 'watching' the Webinar on the other.
- Ensure your screen fully open and on full screen mode.
- Ensure you only have the Events program running and that no other programs/ applications are open on your computer (even though they might be minimised).
- Ensure the presenter is unmuted or the volume is set to a listening level (you can use headphones listen to the Webinar.
- Do not walk away from your computer.
- Take part in the chat box and the Q&A's
- Sit back and enjoy the presentation.



Gauteng Institute for Architecture

a region of SAIA



274 Fox Street, Maboneng Precinct, Johannesburg, 2194

Tel: +27 11 403 0954 Email: info@gifa.org.za

President: Krynauw Nel

After an event ends, we generate reports to obtain data about individual attentiveness. A report contains this information for each attendee:

- Attention-to-attendance ratio: Attentiveness based on how long the attendee was attentive during the event.
- Attention-to-duration ratio: Attentiveness based on the duration of the event.

These statistics gauge attendee interest during the webinar. It is taken from an equation that evaluates each attendee's interactions on a scale of 1 to 100.

This proprietary algorithm is used to calculate each attendee's interest and calculates it as a percentage out of 100%.

These algorithms are 100% reliable, and attendees need to have an average of 65% attentiveness ratio, in order to qualify for their CPD Credits.

- 17) You will be asked to confirm that you have read and accept the terms and conditions attached to the invite and/or on <https://ecpdpro.co.za/gifa/> on your involvement and attentiveness requirements in order for you to qualify for your CPD credits for the workshop / event on the Webex Events streaming platform.
 - 18) If due to the reasons above you do not qualify for your CPD Credits, GIFA will host the Event video on the e-CPD,pro Platform on the GIFA CPD Page, for you to re-visit and watch fully. The Videos on the e-CPD.pro platform, uses a similar type of 'cookies' tracking system on the videos, as on the Webex system, and the same rules apply as stipulated above. The video will be loaded within 30 days from the day of the event.
 - 19) If your attention rating measures above 65% during the video, you will be issued with your full CPD credits for the Event.
 - 20) CPD Certificates will be issued within 30 days from the date of the event, and we will inform you via email, when the CPD Certificates have been loaded onto the e-CPD.pro Platform.
 - 21) The CPD Certificates must be downloaded from <https://ecpdpro.co.za/> and will not be e-mailed to individuals.
-