

Supplier Webinar

Responding to a Bid in Team Georgia Marketplace

Beginning in April we will hold webinars to guide you through the process of responding to a bid in Team Georgia Marketplace. Below is the schedule. You will be able to register for a webinar when the registration link is posted.

Month	Date	Time
March		
April	April 21	10:00 -11:00 AM
May	May 12 & 26	10:00 -11:00 AM
June	June 16 & 30	10:00 -11:00 AM
July	July 14 & 28	10:00 -11:00 AM
August	August 11 & 25	10:00 -11:00 AM
September	September 15 & 29	10:00 -11:00 AM
October	October 14 & 27	10:00 -11:00 AM
November	November 10	10:00 -11:00 AM
December	December 1 & 15	10:00 -11:00 AM

About the Webinar Technology:

The Webinar has both a visual and an auditory component, and you will need to login to a website to view the presentation and dial in to a conference call number to hear the speaker.

Preparing for the Webinar:

In order to participate in the Webinar, you will need to register

- To register, click on the link in Webinar Registration for the specific date you'd like to attend and fill in the information requested.
- Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.

Attending the Webinar:

The day of the Webinar, you will be able to enter a session 15 minutes before the start time.

- Click on the link in your email confirmation
- Download the GoToMeeting software. It may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the Webinar
- If the Webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right hand corner of your screen.
- Please enter your first and last name when prompted on the screen.
- Dial into the conference call number so that you can hear the speaker. Click below to open the attendee quick reference guide. The speaker will provide more instructions at the beginning of the session.

[GoToMeeting Quick Reference Guide](#)