



## IMPORTANT WEBINAR INSTRUCTIONS

Dear Colleague,

Thank you very much for registering to attend our webinar **"Fundamentals of Advanced Pricing Methods"** presented by Capstone Marketing. The webinar is scheduled for:

**Tuesday, January 28, 2020**  
**2:00–2:50 p.m. Eastern**  
(That's 1:00 p.m. Central, 12:00 p.m. Rocky Mountain, 11:00 a.m. Pacific)

Here are some useful tips to get the most out of the webinar:

- Reserve a conference room and set up a data display and computer so all your team members can watch the presentation.
- During the webinar you can submit questions using the Chat box in the lower left corner of the screen.
- The telephone lines will be unmuted at the end for Q&A.
- If you'd like to preserve your privacy, you may use only your first name when logging in. The list of those who login is part of the verification process for the CPE so please use at least your first name.

For this webinar, we'll be using Adobe® Acrobat® Connect™ Pro Meeting.

This webinar will start promptly at 2:00 p.m. Eastern. *Please connect 10–15 minutes in advance for a tech check. We will not be able to handle service or support requests during the session.*

To join the meeting:

- 1) Point your web browser to:

**<http://capstonemarketing.adobeconnect.com/apm/>**

- 2) Type your name and 3) Click **"Enter Room."** (You don't need a login or a password.)

A screenshot of the Adobe Connect registration interface. At the top is the Capstone Marketing logo. Below it are two tabs: 'Guest' and 'Registered User'. The 'Name' field is highlighted with a red arrow pointing to it, and it contains the placeholder text 'Type here'. Below the name field is a line of text: 'By entering a Name & clicking "Enter Room", you agree that you have read and accept the [Terms of Use](#) & [Privacy Policy](#)'. At the bottom is a blue button labeled 'Enter Room' with a red arrow pointing to it.

If you would rather use your telephone for the **audio** connection rather than VOIP (audio via your computer speakers) dial on your telephone: **1 (800) 832-0736**. You will be asked to enter Room Number: **9516215**.

If you've ever attended an online web conference, you should feel very comfortable with the state-of-the-art Adobe Acrobat technology. But if you'd like to pre-test your system (it takes less than a minute), or if you need additional help, please click:

<https://helpx.adobe.com/adobe-connect/using/connection-test-connect-meeting.html>

#### **CPE Credit**

Following the webinar, you will be invited to complete a very brief feedback survey. I would appreciate it if you would take a few minutes to let us know your thoughts about the session. **This is also part of the verification process for the CPE** so it's important that you complete the survey. Note: One CPE credit will be given to those attending the live webinar.

Watch your email for additional reminders from Capstone Marketing. Meanwhile, I look forward to a fun, focused meeting with you.

Sincerely,

*Jean Caragher*  
**Capstone Marketing**

P.S.: If you have any additional questions or requests before the webinar, please don't hesitate to contact Jean (at [jcaragher@capstonemarketing.com](mailto:jcaragher@capstonemarketing.com), or 1-727-324-3379) no later than 30 minutes prior to the program.