

Instruction Guide for Webinar Participants

What is a Webinar Training

A webinar is a conference room based seminar, presentation or lecture; however, participants participate remotely via a computer. A key feature of our webinars is its interactive elements, our webinars gives the audience the ability to give, receive and discuss information in an innovative environment through chats & question and answer sessions.

Where can I find information on upcoming webinars?

Visit National Productivity Council (NPC) Website (www.npcindia.gov.in) & select Webinar Announcement (<https://www.npcindia.gov.in/NPC/User/webinarpage>) from the left navigation menu to explore our upcoming webinars.

How to Register for the Webinar

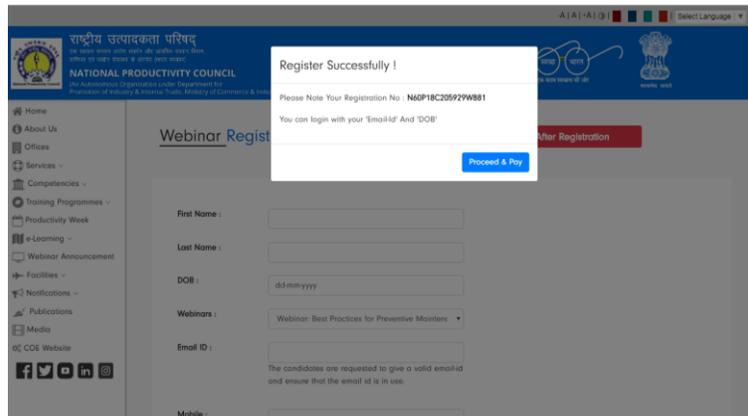
1. Visit National Productivity Council (NPC) Website (www.npcindia.gov.in).
2. From the left navigation menu, Click Webinar Announcement.
3. For the first time user, kindly follow following steps:
 - a. Click on Apply Button against the webinar, user wants to apply for.
 - b. Submission of Participant's Details.
 - c. Click on Submit Button.
 - d. After clicking on Submit button, User registration Number will be generated.
 - e. For paid Webinar(s), after registration user is redirected to the Payment Gateway for payment.
4. After registration, User can login (<https://www.npcindia.gov.in/NPC/User/Login/index>) with his/her email id and date of birth to get the webinar details.
5. After login, follow the link, to receive/get the join webinar link.

How to Join the Webinar

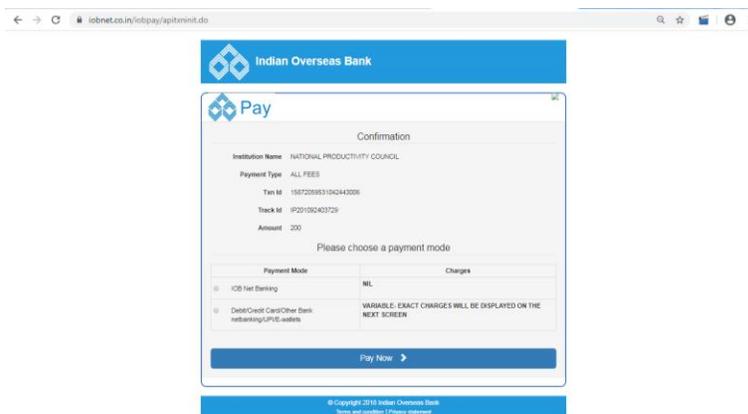
1. To join the webinar, click on the link that you received in the confirmation page after completing the step 5 of "How to register for the Webinar" above.
2. If prompted, click Yes, and Trust or Always to accept the download. If the automatic download does not occur, follow the instructions on the download page to do it manually OR download Zoom Mobile App.
3. Click or tap Join a Meeting.
4. Enter the 9-digit webinar ID, and click Join or tap Join Meeting.
5. If prompted, enter your name and email address, then click Join Webinar or tap Join.

How to complete the payment process

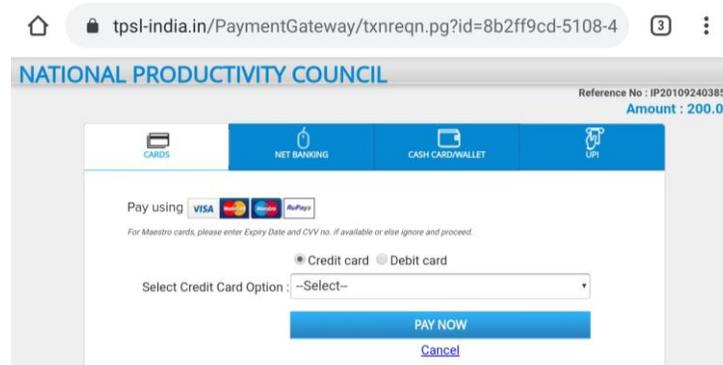
1. After clicking on Submit button, User registration Number will be generated
2. Click on “Proceed & Pay”



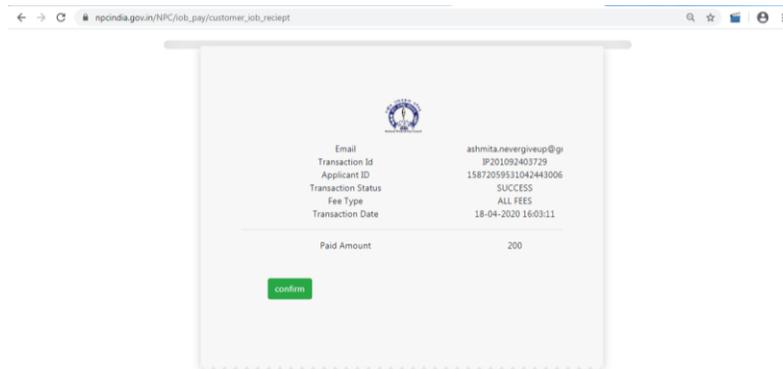
3. Select online payment mode



4. As per the method chosen by the User, User will be redirected to the Internet Banking page/Payment mode option



5. After filling the details, click on “Pay Now” button. User will receive a message “Please Wait...User is redirecting to the Merchant Page” . Please Note: User is requested to kindly stay on this page for 5-10 seconds until user is redirected to Fee Receipt page
6. User is automatically redirected to the Fee Receipt page for download or print.



Whom to Contact for payment related Issue(s)

IOB Bank Customer Help-Desk Number: 1800 425 4445

IOB Bank Contact Details: 044-2888 9350/9338

What are the technical requirements to participate?

To access the webinar, delegates will need the following:

1. A computer
2. Internet Access (either cable or wireless)
3. Headphones or speakers
4. You must have Javascript and Cookies enabled to access this webcast.

How long is a webinar?

All of our webinars are 60 minutes which consists of a 45 minute presentation/discussion and a 15 minute Q & A session.