

## **Process for attending a Tennessee Genealogical Society session remotely**

The Tennessee Genealogical Society (TNGS) provides a number of genealogy and history sessions every year. Some of these are presentations, some are discussions and some are training. We try to provide a breadth of topics which are of interest to our members.

As a service to groups and organizations which are remote from our home in Germantown, we are offering the opportunity to participate in many of these sessions. The technology we are using is GoToMeeting (GTM) and there is no charge at this time to your organization.

GTM allows us to broadcast through an internet connection the audio and the computer windows of our presenters. These sessions can then be shown to your group through a computer and projector at your site. You will need to have internet access either through a LAN or wireless connection. You can have as many people as you can accommodate in your facility.

Before each session, we will send out an email giving you the Internet addresses (URL) for the sessions. If there is a handout for the session, that will be included in the email. You can then make copies for each of your attendees. About 10 minutes before the session you would access the URL through your browser (Chrome, Firefox or Internet Explorer). If you wish, you can test your link through the following process

[http://support.citrixonline.com/en\\_US/Meeting/help\\_files/G2M050001?title=Test+your+Internet+Conn  
ection%7D](http://support.citrixonline.com/en_US/Meeting/help_files/G2M050001?title=Test+your+Internet+Connection%7D)

During the session, you will not be able to ask voice questions but the chat capability allows text questions. We may not answer your question immediately but we will get to them.

When the broadcast session is over, we recommend you conduct your own follow-on discussions at your site. If additional questions arise, please contact us. Please send us the number of attendees at your location.

Remember to check the TNGS website for the schedule of upcoming events. We also have each spring and fall a seminar presented by a nationally known individual. These seminars have a fee and are not broadcast.

Thank you for allowing us to participate with your organization.