

IMA Webinar Series

Frequently Asked Questions

1. What is the platform used for IMA monthly webinar series?

Webinars are presented on WebEx, an internet-based tool. Webinars are delivered entirely via the Web using standard Web browser technology and Audio Broadcasting. This means you will view the webinar using the standard Web browser installed on your computer and the audio portion of the webinar will be delivered through your computer's speakers or headphones. If you experience difficulties with this feature, you may still call in and listen to the audio via telephone.

2. What type of computer should I use for the webinar?

Webinars are compatible with both PCs and Macs that have high-speed internet connections.

3. What are the system requirements?

Your system must meet the following requirements to install the Training Manager:

Windows 98, 2000, XP, 2003 and Vista	Solaris 10 (SPARC/x86)
<ul style="list-style-type: none"> • Internet Explorer 6/7 • Firefox 2/3 • Mozilla 1.7 or higher • Netscape 8.1 or higher • JavaScript and cookies need to be enabled • Recommend ActiveX be enabled for Internet Explorer • Vista supports Internet Explorer 7 and Firefox 2/3 browsers only 	<ul style="list-style-type: none"> • Mozilla 1.7 or higher • Firefox 2 or higher • JavaScript and cookies need to be enabled • Requires Sun Java Runtime Environment (JRE) 5.0 or higher • No support for Sales Center and Remote Access
Mac OS X 10.3, 10.4, 10.5 (PowerPC/Intel)	HP-UX 11.11 (PA-RISC)
<ul style="list-style-type: none"> • Safari 1.3 (Mac OS 10.3) • Safari 2.0 (Mac OS 10.4) • Safari 3.0 (Mac OS 10.4,10.5) • Firefox 2/3 • JavaScript and cookies need to be enabled • Requires Apple Java Runtime Environment (JRE) 5.0 or higher • No support for Remote Access 	<ul style="list-style-type: none"> • Mozilla 1.4 or higher • Firefox 1.0 or higher • JavaScript and cookies need to be enabled • Requires Sun Java Runtime Environment (JRE) 5.0 or higher • Only Meeting Center supported
Ubuntu 7.04, Red Hat 4.0, SuSE 10.0 Linux	AIX 5L 5.3
<ul style="list-style-type: none"> • Firefox 2/3 • Mozilla 1.7 or higher • JavaScript and cookies need to be enabled • Requires Sun Java Runtime Environment (JRE) 5.0 or higher • No support for Sales Center and Remote Access 	<ul style="list-style-type: none"> • Mozilla 1.4 or higher • Firefox 1.0 or higher • JavaScript and cookies need to be enabled • Requires IBM Java Runtime Environment (JRE) 5.0 or higher • Only Meeting Center supported

4. Do I need to download any software in advance?

Yes, on the day of the webinar your system will automatically download and set up the Training Manager. You will only need to do this for the first webinar you participate in.

After your first webinar, the Training Manager automatically updates itself. Please note it is recommended that you log into the webinar 10-15 minutes prior to the scheduled start time to ensure the software has loaded properly and is up to date.

5. How do I register for IMA monthly webinar series?

Webinars are FREE, you may register online immediately. Select the session title of the webinar you are interested in attending listed on calendar of events and complete the registration form. To ensure you receive your certificate of completion and log in instructions, please complete the required information. Once your registration is complete, you will receive an e-mail message that confirms your enrollment and includes the information you will need to join the event.

Webinars are held from 1pm – 2pm EST unless otherwise stated, which will allow you to earn 1CPE credit. Registration closes at 10:00 a.m. EST on the day of the scheduled webinar or if the maximum capacity is met. There is no guarantee that space will be available. Registrations for webinars are on a first come first serve basis, so don't delay in registering today.

6. Is there a registration limit?

Due to the popularity of our monthly webinars, seats fill up very quickly. Webinar seating is limited (system constraint) on the number of participants we can have in any one webinar. Once maximum capacity is met all new registrations will be placed on a pending list and will be accepted in the order received provided space becomes available.

7. What type of professional development credits are awarded for IMA monthly webinar series?

The credits awarded for IMA monthly webinar series qualify for continuing education credits for CMA-approved CPE credits and Texas State Board of Accountancy.

Important Note: RECORDED webinars are NOT eligible for CPE credits.

8. How many credits can I earn for participating in the webinars?

Webinars are held from 1pm – 2pm EST unless otherwise stated, which will allow you to earn 1CPE credit. Webinars are group-internet CPE. You will be required to register for the live event and include your IMA member number on the registration form. In order to be eligible for CPE credit, you must attend the live event on the scheduled date and participate completely in the live webinar by:

1. Logging in on time on the day of the event
2. Responding to all of the polling questions. Polling questions during the live webinar allow attendees to actively participate. Attendees will be required to answer 4-6 polling questions during the live web event.
3. Complete the event's evaluation poll at the end of the event

If you meet the completion guidelines as noted above, your Certificate of Completion will be emailed to you within 3-5 business days. Please download and print the certificate and retain it for your records.

9. Can my co-workers set up a virtual event and can we all receive CPE credit?

Each participant needs to register and actively participate in the polling questions and complete the webinar evaluation poll to qualify for CMA CPE credit.

10. Does IMA monthly webinar series require prerequisites or any advanced preparation?

In most cases, no prerequisites or advanced preparation is required to participate, however at least 3 years of management accounting knowledge or experience is suggested.

11. When will I receive a Certificate of Completion?

Certificates of Completion will be sent to each attendee approximately 3-5 business days following the Webinar. Each attendee will receive an email with instructions on how to download a PDF of your certificate of completion which is to be recorded in your IMA profile as credit earned. Webinar continuing education credits should be uploaded to your membership record as a total number of hours. Record the credit earned from the webinar into your IMA Member CE History within 30 days of attending the live event.

Important Note: Webinar credit is not automatically entered into your IMA Member CE History, it is the member's responsibility to record the credits earned. As a CPE program sponsor IMA will retain adequate documentation for five years which is available to participants upon request. Any questions regarding your credits should be directed to Susan Bender (800) 638-4427 Ext. 1519 or Sbender@imanet.org

12. How often is the monthly webinar schedule updated?

The webinar speaker schedule is updated on a quarterly basis to ensure webinar topics are current and remain technically accurate.

13. Who should I contact if I am interested in presenting a monthly webinar?

Any questions regarding speaking opportunities, please contact our offices at pd@imanet.org or (800) 638-4427.

14. What if I missed the live webinar event?

You can review the recorded version at http://www.imanet.org/development_webinar.asp . The recorded version will be available within 3-5 days of the webinar. Please note CPE is not available for the recorded versions.

IMA monthly webinars are FREE and refunds are not applicable. However, due to the popularity and given the limited capacity of webinars, registration cancellations are requested. By cancelling your registration you will allow fellow members on the pending list the ability to participate in the live event. Cancellation requests may be e-mailed to sbender@imanet.org.

15. Who should I contact if I have concerns about my CPE credits?

Any concerns regarding your CPE record must be submitted in writing to Susan Bender, Conference & Events Specialist, 10 Paragon Drive, Montvale, NJ 07645 or sbender@imanet.org . Please include your name, IMA member number, webinar title & date, and a brief explanation of the dispute. All appeals must be made within 30 days of receiving your certificate.