

# Practical Information for CCBS virtual seminars

Full details of our web-based electronic application process can be found at [www.bankofengland.co.uk/ccbs](http://www.bankofengland.co.uk/ccbs).

If you need further information or assistance please email the CCBS Administration Team at [ccbsinfo@bankofengland.co.uk](mailto:ccbsinfo@bankofengland.co.uk).

## Application process

CCBS virtual seminars are aimed at practitioners from central banks and regulatory authorities.

All candidates must obtain prior approval from their training department before applying.

Applications must be received one week before the event start date.

Participants are not authorised to share their individual registration details with other individuals — either inside or outside their organisations. We will consider multiple applicants for these events.

## Registration

If you are a first-time user of the electronic application system, you need to register on the CCBS website, using your official email address.

## Online application

After registering, you can apply for your chosen event by submitting an online application form.

You will be informed by email whether your application has been successful.

## GoTo Webinar

If your application is successful you will be sent a link to register via GoTo Webinar. Further details of how to join the Webinar can be found [here](#).

## Administration form

You will no longer need to complete the administration form. Please ignore the prompts as we do not require you to submit this information.

## Administrative information

Successful applicants can download the event programme and list of participants from the CCBS website. You will be notified when the programme has been finalised.

## Costs

The Bank of England makes no charge for tuition, our virtual seminars are free to attend.

## How to join a Webinar using different devices

1. **Via a laptop** = Click on the 'Join Webinar' button which can be found in your joining instructions email. This will take you through to a Web browser where you will be entered into the Webinar session.
2. **Via an iPhone/iPad** = Click on the 'Join Webinar' button, which can be found in your joining instructions email. This will prompt you to tap and install the GoTo Webinar app. Once you have downloaded the app, you will be able to join the Webinar by entering the nine digit Webinar ID that was sent to you by your host and would have been included in your joining instructions email.

## Recordings

Participants will be notified if the Webinar they are attending is being recorded.

## Presentations

Participants will be notified whether the Webinar presentations will be shared with them. If so, you will be sent the material in the week following the event.