Participating in a Virtual Event
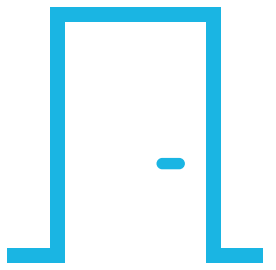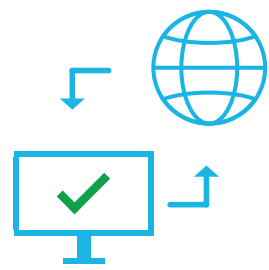
IEEE

Contents

1   Getting Started

To ensure you have a seamless experience, we recommend you:

Join the event from a quiet room

Connect from a computer with a strong Internet connection

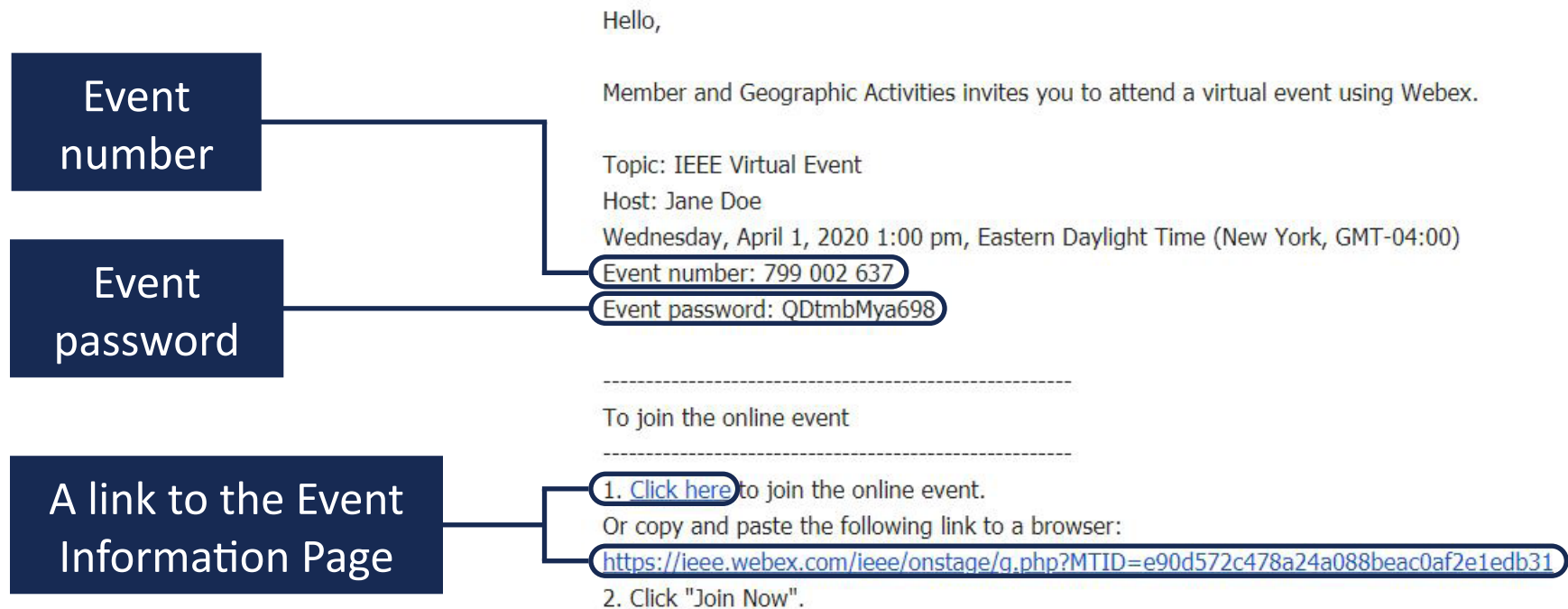Attendee ID
#

When prompted, enter your *Attendee ID*

Use a headset

If you experience any technical issues during the event, use the *Chat Panel* to get help.

2   Joining the Event

Your event invitation will include:

Event number

Event password

A link to the Event Information Page

Hello,

Member and Geographic Activities invites you to attend a virtual event using Webex.

Topic: IEEE Virtual Event
Host: Jane Doe
Wednesday, April 1, 2020 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)
Event number: 799 002 637
Event password: QDtmbMya698

To join the online event
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1. Click here to join the online event.
Or copy and paste the following link to a browser:
https://ieee.webex.com/ieee/onstage/g.php?MTID=e90d572c478a24a088beac0af2e1edb31
2. Click "Join Now".

When it is time to join the event, **click** the link to continue.

Clicking the link from your invitation will redirect you to the event information page, where you can view the status of the event. The event password field should be autofilled.

If the host attached any documents to the event, you will see the Event material section. **Click View Info** to download the attached documents(s).

When you are ready to join, **enter** your first name, last name, and email address in the appropriate fields, then **click the Join Now** button.

If you are having issues with the extension, or prefer not installing it, you can Join by browser.

If this is your first time joining a Cisco Webex session, you will be prompted to install the Cisco Webex Extension for your browser. Follow the onscreen instructions to install the extension.

If you prefer not to use an extension, **click Run a temporary application** to download and run the temporary application.

First-time prompt for Google Chrome (Windows) users

First-time prompt for Mozilla Firefox (Windows) users

3 Navigating the Interface

Here is a quick tour of the interface:

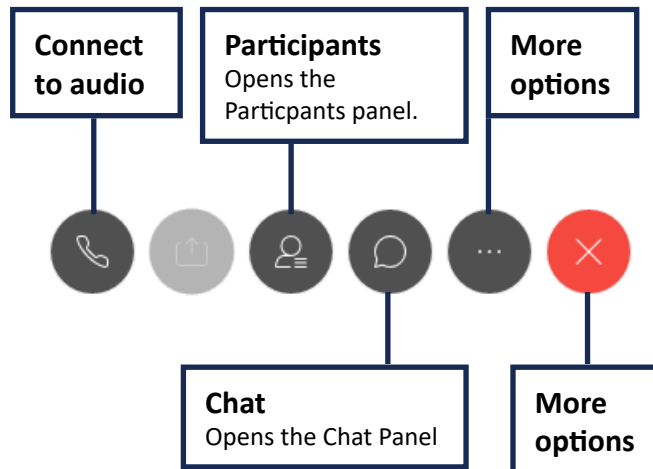**Audio Connection**
Connect to audio. There will be different methods for you to choose from.

Panels
Active panels are display here. Depending on the event, various panels will be available. In this example, the Q&A panel is activated and minimized.

Controls
Connect to audio, activate various panels, and more.

To listen to the event, you must be connected to audio. If you not yet connected to audio, you will see the grey **Connect to audio** button.

Connect to audio	Participants Opens the Particpants panel.	More options

Chat Opens the Chat Panel	More options

If you click the **Participants** or **Chat** button, the respective panel will open in active Panels window.
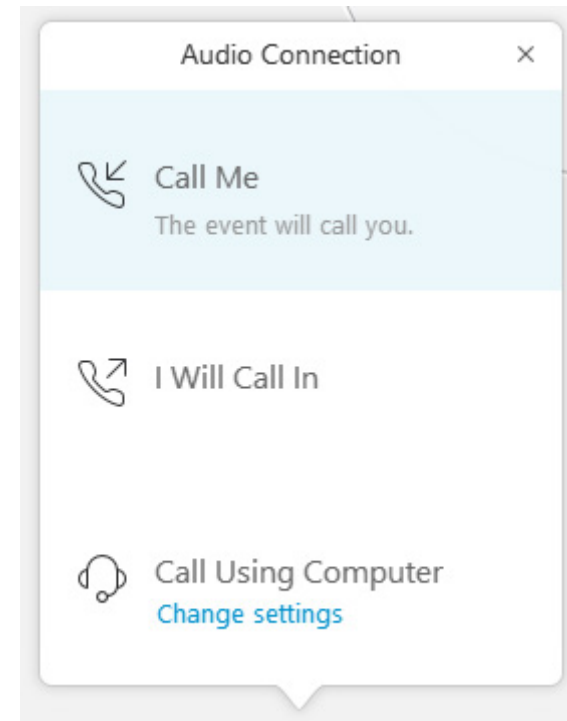
Some of the controls are only available for Panelists, including the Unmute and Share content buttons.

Tip
You cannot unmute yourself, but the Webex host can mute and unmute you.

To connect to audio, **click the Connect to audio** button to open the **Audio Connection** window:

Audio Connection ✕

Call Me
The event will call you.

I Will Call In

Call Using Computer
Change settings

Select your preferred method. If you are not sure, the easiest method is **Call Using Computer**.

When available, the **Call Me** option prompts Cisco Webex to call the phone number you provide:

You can also connect to audio using the **I Will Call In** option. Follow the onscreen instructions to successfully connet using this option.

Important
Don't forget to enter your **Attendee ID** so the system can identify you.

If you need to leave the event early, **click the Leave Event** button.

If you clicked on the button by mistake, **click Cancel** to return to the event.

Tip
If you have to leave or are disconnected from the event, you will be able to reconnect.

4   How to...

Click to jump to:

View the Panelists and Attendees

Ask a question

Use the chat

Raise your hand and provide feedback

View the Panelists and Attendees lists

You can view the list of Panelists (and if available, Attendees) from the Participants Panel:

Panelists' Video
You can see the Panelists here if they turned their video on.

Panelists

View All Attendees
If available, the View all attendees link will be visible.

Ask a question

The **Q&A Panel** is designated for asking questions to the Panelists, Presenter, and host.

To ask a question, ***open the Q&A Panel***. Towards the bottom of the panel, you will see a dropdown menu that allows you to direct your question to a specific person. We recommend you select **All Panelists** to ensure your question is seen and answered.

Once you submit your question, your question will be sent to the Panelists. If a Panelist answers your question, her answer will appear in the Q&A Panel below your question:
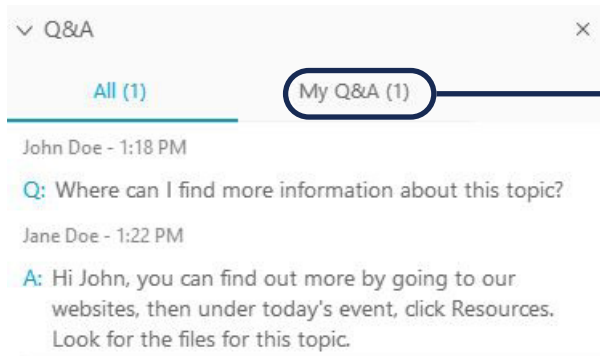
Tip
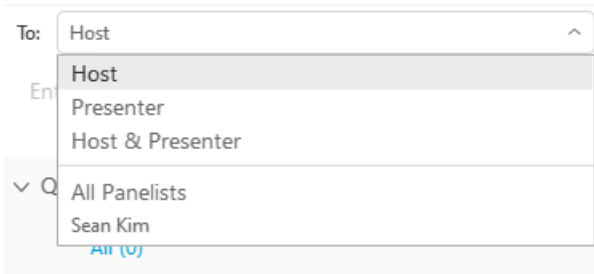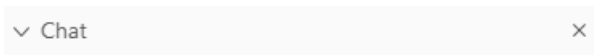Just want to see the questions you asked? ***Click My Q&A***.
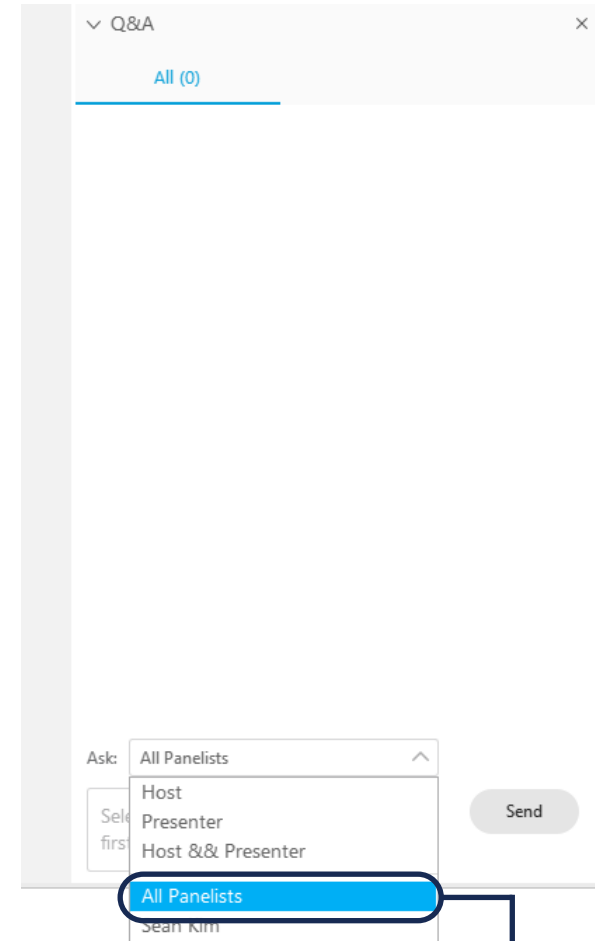
Tip
Before sending your question, make sure you selected ***All Panelists*** to ensure your question is seen and answered.

Use the chat

The **Chat Panel** allows you to chat directly with the Panelists.

Like the Q&A Panel, you can select who you want to chat with in the Chat Panel.

Tip
Only Panelists can chat to an individual attendee.

Raise hand & provide feedback

During the event, you may be asked to provide input by raising your hand or feedback.

In the bottom right-corner of the **Participants Panel**, look for the **Raise Hand** and **Feedback** icons. Clicking the Feedback icon will show a list of different responses.
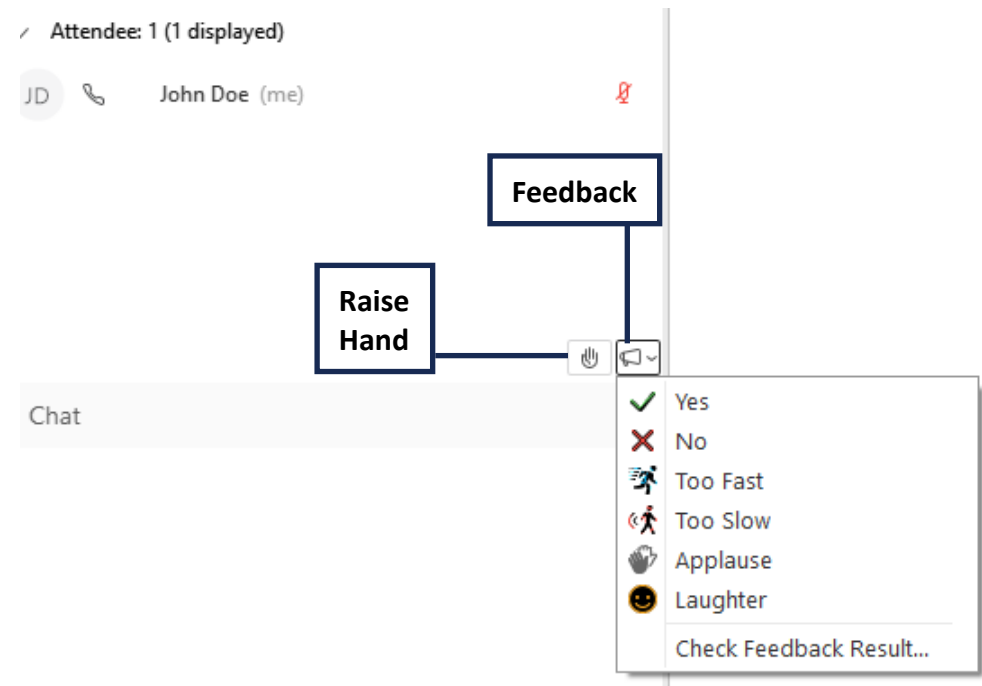
For more resources and content,
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