



# Participating in a Virtual Event



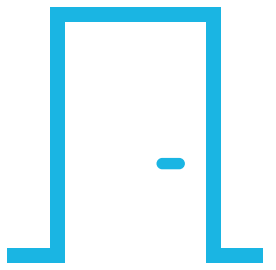
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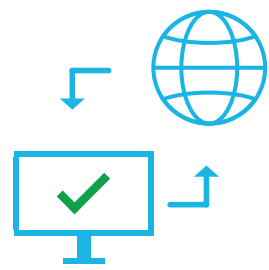
# 1

## 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



When prompted, enter your [Attendee ID](#)

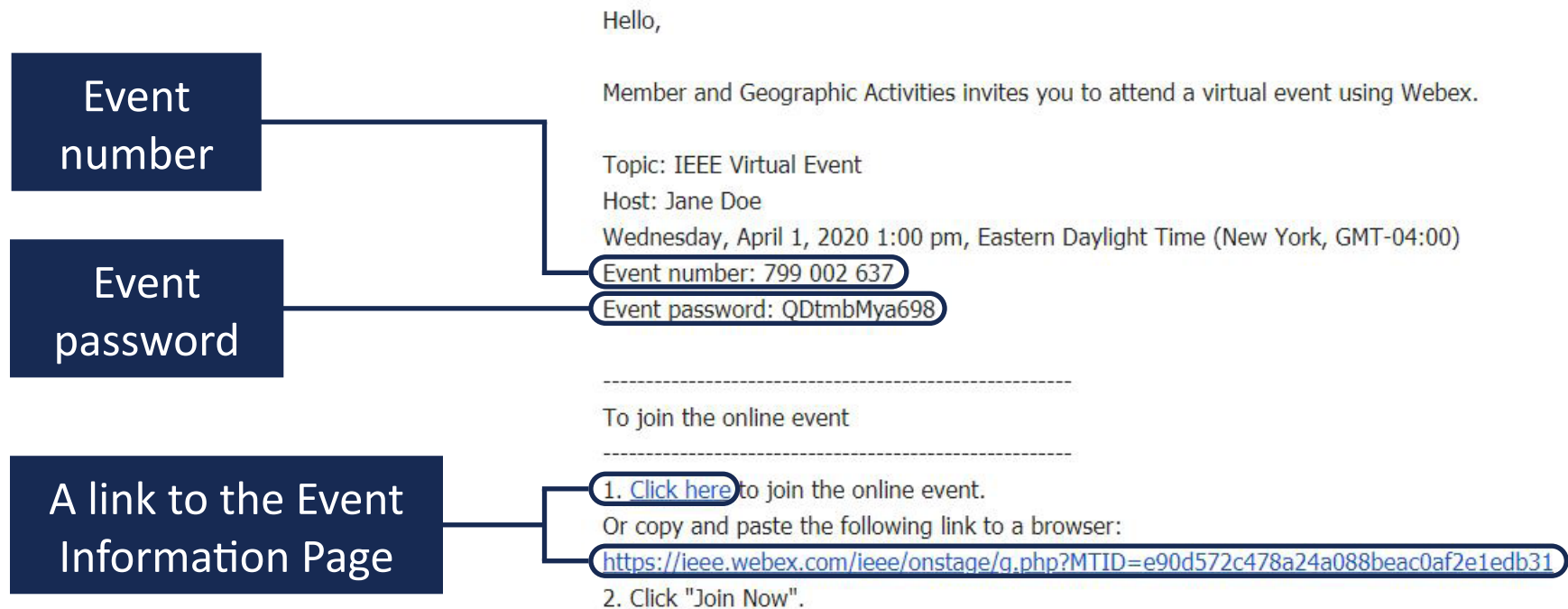


Use a headset

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:



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).



**Event status:** Not started  
**Date and time:** Wednesday, April 1, 2020 1:00 pm  
 Eastern Daylight Time (New York, GMT-04:00)  
[Change time zone](#)  
**Duration:** 3 hours  
**Description:**  
**Event material:** If you obtained an event password from the host, enter it below and click **View Info**  
 Info:  
 \*\*\*\*\*

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

**First name:**   
**Last name:**   
**Email address:**   
**Event password:** \*\*\*\*\*

☒ Remember me on this computer  
 (Clear my information)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).



**Event status:** ● Started  
**Date and time:** Wednesday, April 1, 2020 1:00 pm  
 Eastern Daylight Time (New York, GMT-04:00)  
[Change time zone](#)  
**Duration:** 3 hours  
**Description:**  
**Event material:** [IEEE Virtual Event Agenda.pdf](#) (176.5 KB)

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

**First name:**   
**Last name:**   
**Email address:**   
☒ Remember me on this computer  
 (Clear my information)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

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.

## Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.

1 Select **Add Webex to Chrome**.

2 Select **Add to Chrome** in the Chrome store.

**Add Webex to Chrome**

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

**First-time prompt for Google Chrome (Windows) users**

## Add Webex to Firefox

Follow this one-time process to join all Webex meetings quickly.

**Add Webex to Firefox**

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

**First-time prompt for Mozilla Firefox (Windows) users**

# 3 Navigating the Interface

Here is a quick tour of the interface:

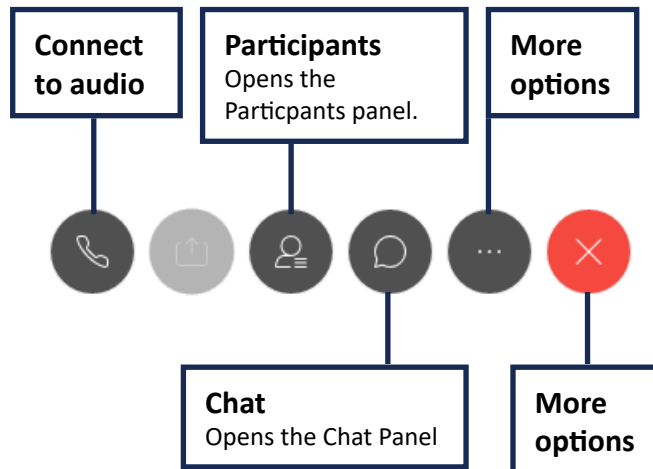
The screenshot shows the Cisco Webex Events interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Communicate', 'Participant', 'Event', and 'Help'. Below the menu bar, the name 'Sean Kim (Host)' is displayed. A large circular watermark with the letters 'SK' is centered on the screen. On the right side, a 'Q&A' panel is visible, titled '> Q&A' and marked as 'Connected'. At the bottom, there is a toolbar with icons for audio, video, chat, and other functions. A callout box labeled 'Audio Connection' points to the audio options in the toolbar, which include 'Call Me', 'I Will Call In', and 'Call Using Computer'. Another callout box labeled 'Panels' points to the 'Q&A' panel, stating that active panels are displayed here. A third callout box labeled 'Controls' points to the bottom toolbar, explaining that it is used to connect to audio, activate panels, and perform other actions.

**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.



If you click the **Participants** or **Chat** button, the respective panel will open in active Panels window.

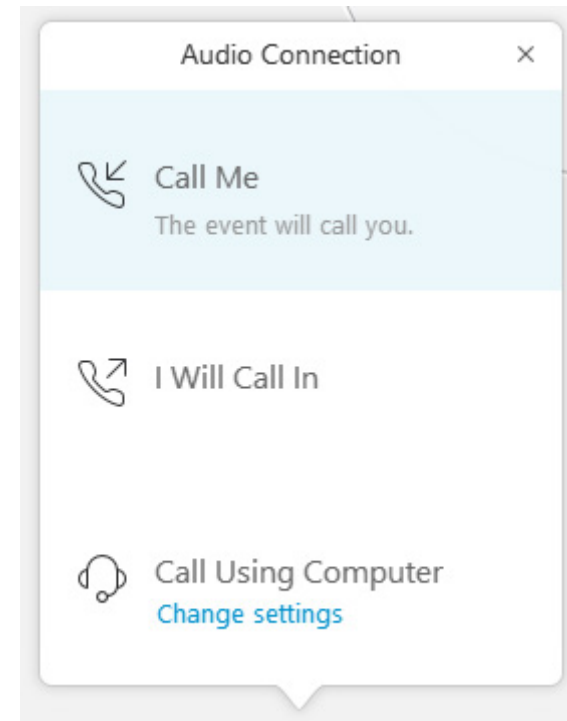
Some of the controls are only available for Panelists, including the Unmute and Share content buttons.



**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:



**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:

The screenshot shows a dialog box titled "Audio Connection" with a close button (X) in the top right corner. It contains the text "Enter phone number:" followed by a dropdown menu showing a US flag and "+1", and another dropdown menu showing "555-000-5555". Below these is a checkbox labeled "Remember phone number on this computer" which is currently unchecked. At the bottom is a large green button labeled "Call Me".

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

The screenshot shows a dialog box titled "Audio Connection" with a close button (X) in the top right corner. It has a sub-header "Call using other application" with an information icon (i). The steps are:
 

1. Call
  - 1-855-282-6330 (United States Toll Free)
  - +1-415-655-0002 (United States Toll)
  - [All global call-in numbers](#)
2. Enter this access code:
  - 793 056 492 #
3. Enter your Attendee ID:
  - 337 #

 A blue callout bubble points to the "Attendee ID" field.

### 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.

The screenshot shows a dialog box titled "Leave Event" with a close button (X) in the top right corner. It contains the text "Do you want to leave the event?". At the bottom are two buttons: "Leave Event" in red text and "Cancel" in gray text.

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:

The screenshot displays the Cisco Webex Events interface. At the top, a menu bar includes File, Edit, View, Communicate, Participant, Event, and Help. The main content area shows a presentation slide titled "Our Virtual Event" with the IEEE logo and the tagline "Advancing Technology for Humanity". The slide features a collage of images related to technology and innovation.

On the right side, the "Participants (4)" panel is visible. It lists participants under two categories: "Panelist: 2" and "Attendee: 2 (1 displayed)". The "Panelist: 2" section shows Jane Doe (Host) and Sean Kim. The "Attendee: 2 (1 displayed)" section shows John Doe (me). A link labeled "View all attendees..." is present in the attendee section.

Annotations highlight the following features:

- Panelists' Video:** A callout box states, "You can see the Panelists here if they turned their video on." It points to the video thumbnails of the panelists in the main presentation area.
- Panelists:** A box labeled "Panelists" points to the "Panelist: 2" section in the Participants panel.
- View All Attendees:** A box labeled "View All Attendees" states, "If available, the View all attendees link will be visible." It points to the "View all attendees..." link in the Participants panel.

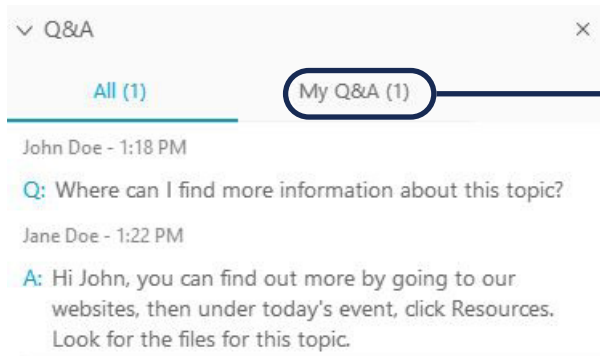
At the bottom of the interface, there is a toolbar with icons for mute, video, chat, and other controls. The bottom right corner shows a "Chat" section with a "To:" dropdown set to "Host" and a text input field for entering chat messages.

## Ask a question

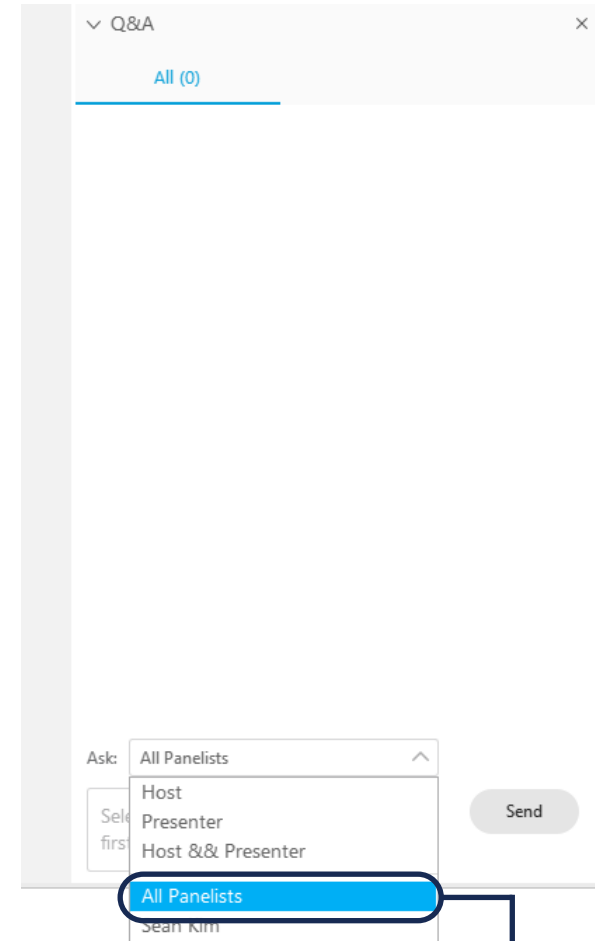
The **Q&A Panel** is designated for asking questions to the Panelists, Presenter, and host.

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.**

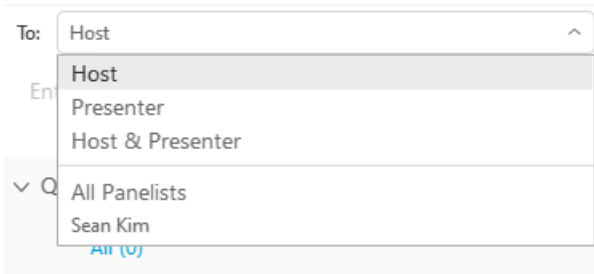
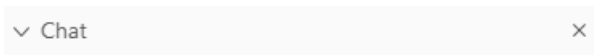


**Tip**  
Before sending your question, make sure you selected **All Panelists** to ensure your question is seen and answered.

## 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.

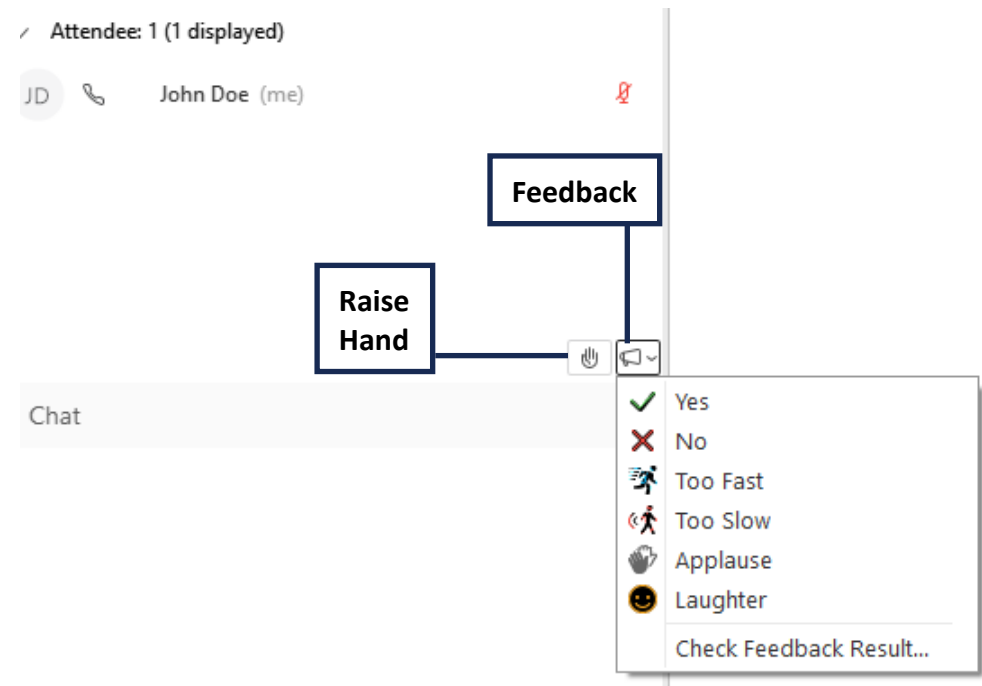


**Tip**  
Only Panelists can chat to an individual attendee.

## 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,  
visit [mga.ieee.org](https://mga.ieee.org)