WebEx Events and Remote Participation Tips

Sustaining Ocean Observations Workshop
September 16-18, 2020

WORKSHOP FORMAT

- The workshop keynotes, panels, and summary remarks will be conducted using the webinar platform, **WebEx Events**. There is limited functionality for ATTENDEES in WebEx Events.

- Breakout Sessions will be conducted in **WebEx Meetings**. The WebEx Meeting format will provide all attendees with the ability to contribute via chat and verbally.


WEBEX EVENTS

Register via WebEx: The event link will take you to a brief registration page. *There is a separate link for each day of the workshop.*

- **Register in Advance (optional):** Clicking the event link and registering early will provide you with a calendar item (via email) with login information and will prompt a few reminders for the event. You will also be able to enter the event quickly.
    - o If the event has started and you **did not register in advance**, clicking the event link will direct you to the brief registration page first to provide a bit of information before you are allowed to enter. Fill in the information under "Join Event Now" and click the "Join Now" button to proceed
    - o If you used WebEx to **register in advance**, the link in the registration email and calendar item will bring you right to the meeting.
- Upon entry to the workshop, a screen will appear where you can you to adjust the settings for your audio and video to your preferences before clicking the green button to join the event. Settings can be adjusted during the meeting as well if necessary.
- NOTE: The event password should already be filled in, but if you delete it, the password is: **oceans**

Use the WebEx web app: *The web app lets you join events using only your web browser. There's nothing to download or install. The web app is supported by: Chrome, Chromium, Edge, Firefox, IE, and Safari. If you have trouble joining, restart your browser or clear your cache and cookies.*
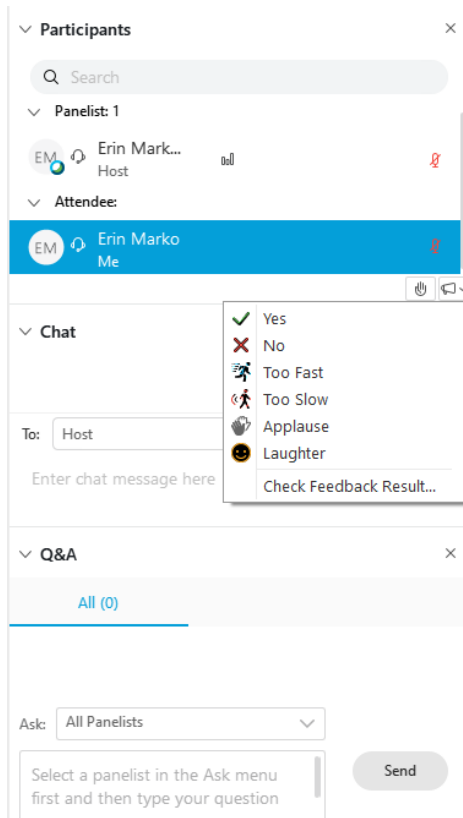
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As an Attendee, your main WebEx Event window will look like this:
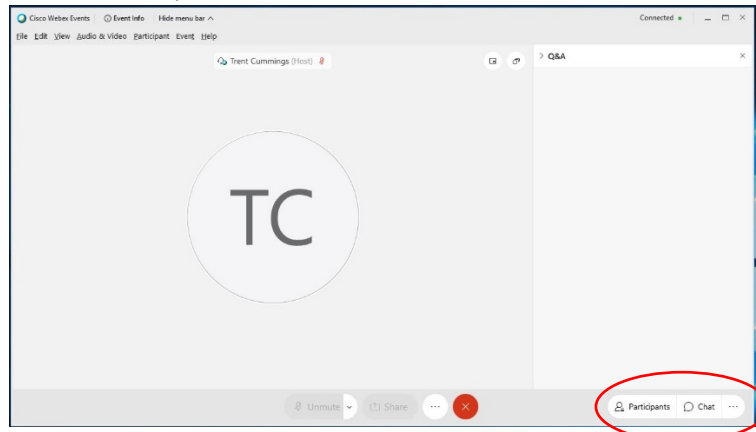
Note that you will not have the ability to unmute yourself or share content as an attendee. It is recommended that you have open both the Participant and Chat panels during the event.

Also open the Q&A panel if you intend to submit panel questions.

On the right side of the window, will be your panels (Participants, Chat, and Q&A). Once open, the Participant panel will display the names of the host and panelists.

We encourage you to ask questions during the discussion portions of the agenda using the **Q&A** field. These questions can be sent to the host and panelists. Questions from the Q&A field will be addressed verbally as time allows.

There is also a "**Raise Hand**" feature should you wish to speak. The host has the ability to unmute you if time permits. The "Raise Hand" feature should be used in combination with a submission through the Q&A to indicate you would like to speak/elaborate.

Next to the raise hand button is a **megaphone** that is a dropdown menu of other reactions you may use during the meeting (*shown left*). The reaction will be displayed alongside your name when selected and will be visible to the host and panelists.

Chat should be used only to provide comments or points of clarification for the host and panelists when appropriate. You will not have the ability to send a message to all participants. Questions for the panel provided in chat will not be reviewed.

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WEBEX MEETINGS (BREAKOUT SESSIONS)

Breakout Room links will be shared in advance via email to all registrants.

The layout of the meeting will be similar to WebEx Events, but all attendees will have the option to contribute via Chat and Audio as well as turn on their camera.

The "hand raise" option can be found next to your name in the participant list.