WebEx Events and Remote Participation Tips & Login Instructions: ATTENDEE

QUICK TIPS

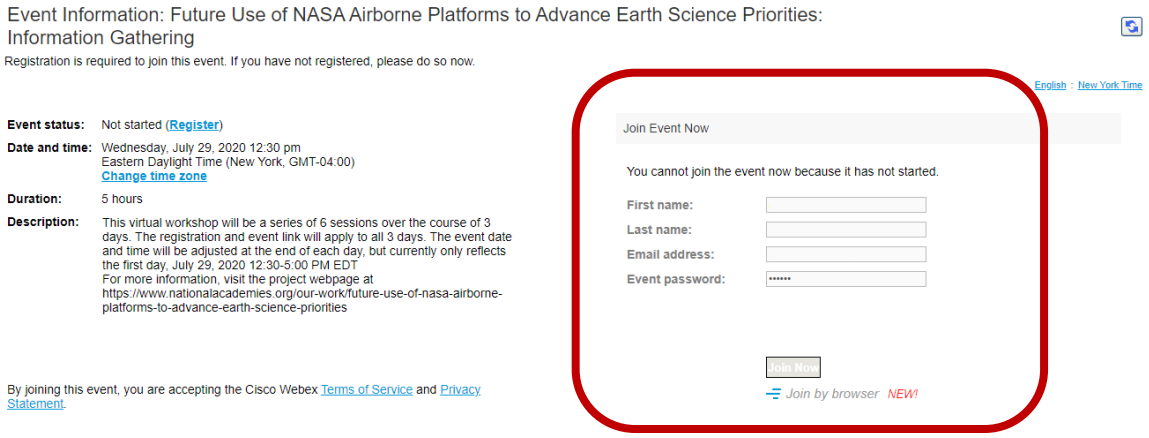
Register in advance: This will provide you with a calendar item (via email) with login information and will prompt a few reminders for the event. You will also be able to enter the event quickly without having to provide any additional information before joining and will avoid any last minute issues.

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.

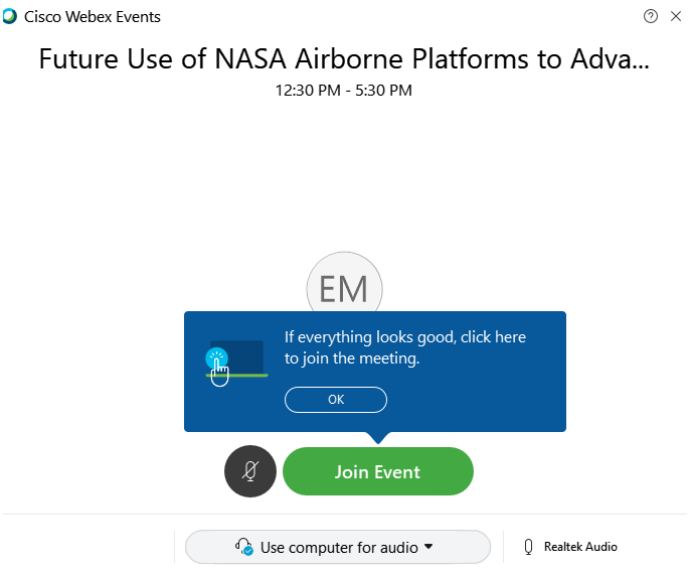
JOINING WEBEX EVENTS

Registration is required for this Event. *It is the same registration and login information for all 3 days.*

If the event has started and you **did not** register in advance, clicking the event link will direct you to the 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 to the next step.
NOTE: The event password should already be filled in, but if you delete it, the password is: **airborne**



If you **registered in advance**, the link in the registration email and calendar item will bring you to this screen (*shown right*) before you enter the event. It will allow 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: as an Attendee you will be muted upon entry and will not have the option to turn on your webcam.



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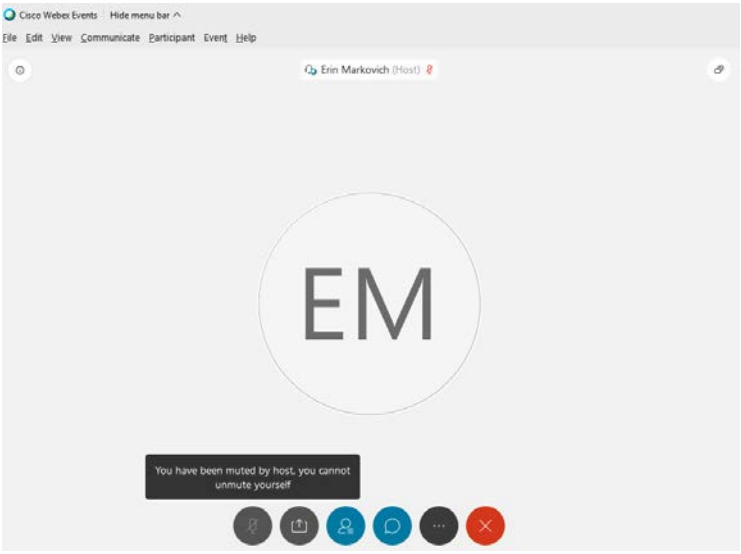
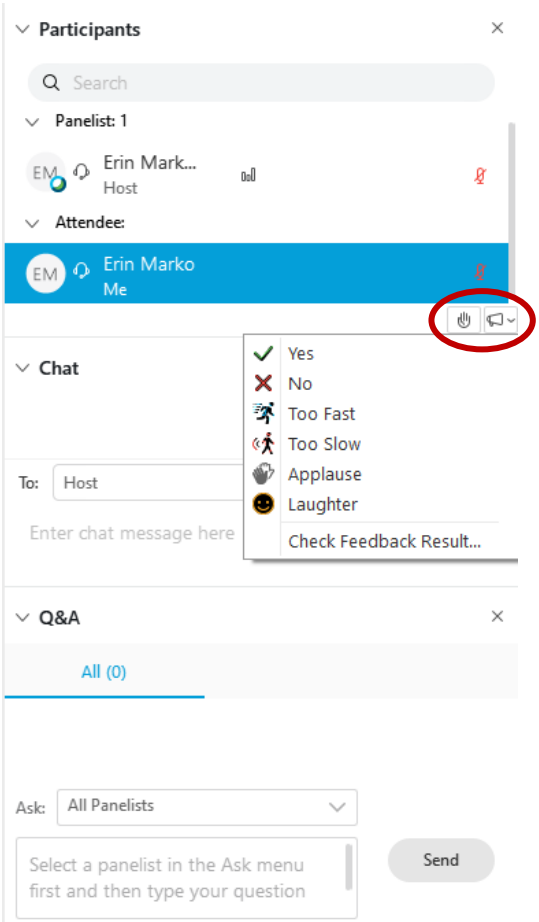
WEBEX EVENTS TIPS

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.



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 will be addressed from the Q&A field as time allows, but all entries will be saved for consideration after the event if they are not addressed.

There is also a "**Raise Hand**" feature should you wish to speak. The host has the ability to unmute you if time permits. Please consider using the Q&A panel to submit questions instead. 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 provided in chat will not be reviewed.

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LOGIN INSTRUCTIONS

July 29-31, 2020
12:30 – 5:00 PM EDT each day

https://nas-sec.webex.com/nas-sec/onstage/g.php?MTID=e8422e22aaaa3d24c3d2988193e8c8888
Event number: 199 749 3205
Event password: airborne (24726763 from phones)

This virtual workshop will be a series of 6 sessions over the course of 3 days. The registration and event link will apply to all 3 days. The event date and time will be adjusted at the end of each day, but currently only reflects the first day, July 29, 2020 12:30-5:00 PM EDT

For more information on the project, visit the project webpage at https://www.nationalacademies.org/our-work/future-use-of-nasa-airborne-platforms-to-advance-earth-science-priorities