

GENERAL TIPS FOR PARTICIPANTS

BASIC SESSION STRUCTURE:

- **10 minutes before the Session:** The host will start the designated WebEx meeting.
- **2 minutes before the Session:** The host will start the recording.
- **1 minute before the Session:** The Moderator introduces the session.
- **Beginning of the Session:** The Moderator will introduce the presenter. The talks will be presented using the video recording submitted by the presenter.
- **Participants will be muted upon entry into the conference.** Please use the chat window for any communications.

USEFUL LINKS:

- [Download and install Webex](#)

WEBEX TIPS:

- Each session will have a host, a Moderator, presenters and participants.
- **Host:** This will be the user with a special icon by the side of the profile. This person facilitates the use of the technology and could be the same person as the Session Chair in some sessions. (NAME: Host * or Chair *).
- **Moderator:** This person is present to coordinate the session and manage Q&A. (NAME: Chair *).
- For a stable connection to the meeting please check: [Webex Best Practices](#)

DETAILED WEBEX GUIDE FOR PARTICIPANTS

INITIAL WEBEX SETUP:

Please [install WebEx extension to your browser](#) in advance.

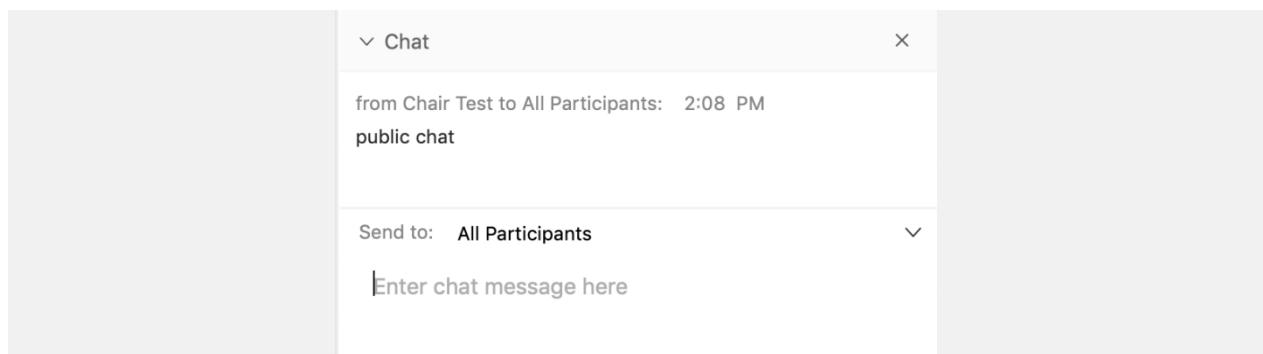
Note: It is recommended to install a browser extension as WebEx events are supported better on an extension. We also note that the extension only works on some versions in Linux System.

HOW TO JOIN THE SESSION:

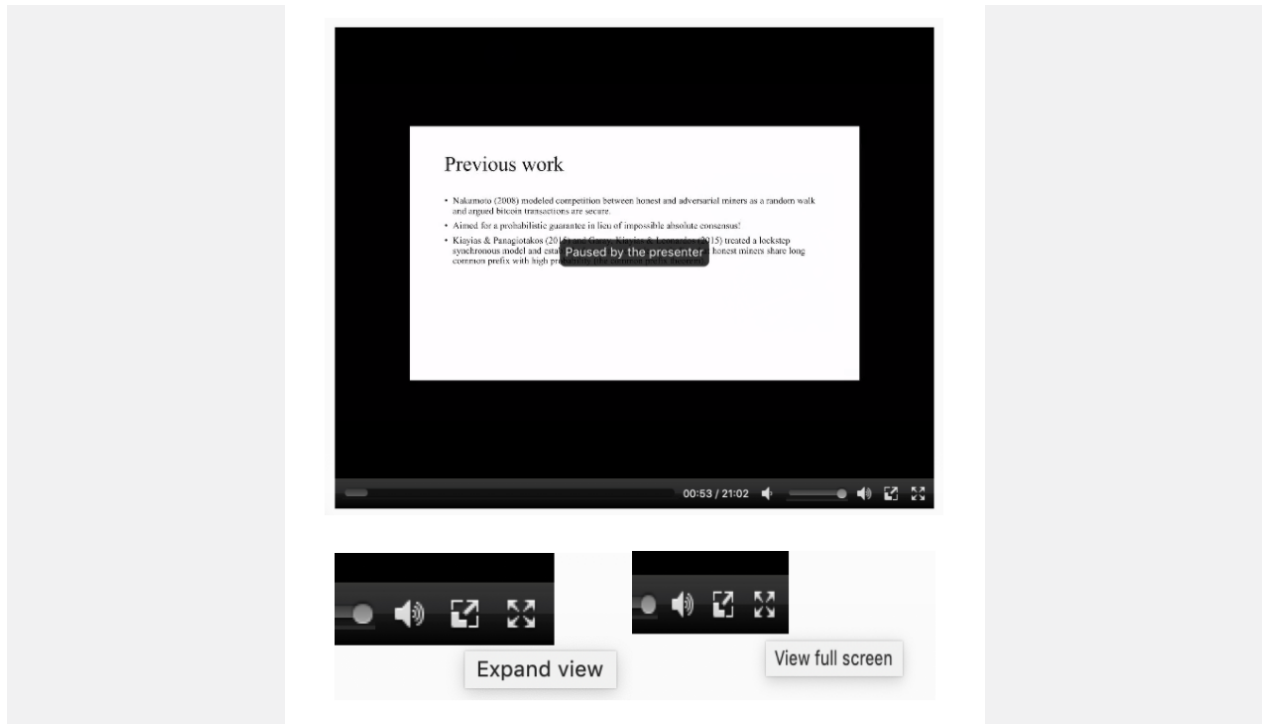
1. An access-controlled page will be created on our website which will list all the WebEx meeting invites. You will be provided with the required credentials before the conference.
2. Using the invite on our page you can join a WebEx session by clicking on the link to join the meeting.
3. If you are joining the Session before the host has started the meeting, please wait in the lobby until the host starts the Session.

DURING THE SESSION:

1. Host will **mute your microphone during the complete Session**. In case you would like to ask any questions, [please read the instructions below](#).
2. You can join the discussion with other attendees by sending messages to “All Participants”.



3. You are welcome to use private chat to direct questions to the Moderator – Lee Stogner.
4. When watching the replay of the presentation video, you can adjust the volume of the video/enlarge the view using the embedded player. To get the maximum view of the video, we suggest attendees to expand and view the video in full screen.



5. During the replay of presentation video, you are welcome to ask questions. The instructions are found in the Q&A section below.
6. You do not need to announce yourself arriving or leaving a Session.

Q&A SESSION:

1. As organizers, we would like to ensure a smooth and productive virtual conference. Following the video presentations there is a Q&A session.
2. You can post your questions in the chat window anytime during the Session. If you need to refer to the presentation, please indicate clearly the page number of the slides. If there is no page number available, please note down the time of the relevant content.
3. At the end of the talk, the Moderator will select and ask the presenter to answer some of the questions in sequence they were submitted and within the allotted Q&A period.
4. The Moderator will try to cover as many questions as possible depending on the allotted time. In case, some of the questions have not been answered we would request participants to use discussion boards for the same purpose.