Webex Events basic introduction for Panellists

A few basic rules & tips for remote conferencing:

1) Be hearable and understandable
   a. Try to think of remote users – they are remote, so they are behind a microphone and camera, so **speak in direction of the microphone**. Adjust your communication devices before you enter the event.
   b. Always speak clearly and loud enough.
2) If you´re sharing your camera, stay visible.
   a. **Adjust your room light** and captured screen before you enter the event.
3) Check your connectivity – If possible, always use an **Ethernet cable instead of Wifi**.
4) **Close all other applications** you will not use during the presentation. Email notifications, updating or synchronizing software, or other disturbing pop-ups, can cause a big mess while presenting, in the same way reduce system resources if many windows and programs are open.
5) **Have your content ready** and running before joining the session

In the WebEx Event there are four types of users: Host, Presenting Panelist, Panelist, and Attendee

The Host can manage everything, Panelist are presentators and Attendees are only listeners.

Joining Sessions

1) You have received an invitation(s) for your user Conference Panel (s), click „Join event".
   Please fill in your credentials in the browser (the password is pre-filled, do not change it) :

When it's time, join the Webex event here.

Host: ELI Dark Room (eli.darkroom@eli-beams.eu)
Event number (access code): 121 340 8965
Event password: P@ssw0rd

Thursday, October 8, 2020 3:15 pm, Europe Summer Time (Pra

[Join event]

Join Event Now

To join this event, provide the following information.

First name:	FirstName
Last name:	LastName
Email address:	YourEmail@Address.com
Event password:	••••••

2) You will be re-directed to the Eli-Beams Webex site
   (if you never used WebEx Event before, you will be asked to add the web-browser extension. We strongly recommend you enable this extension in your browser for a better experience.

Step 1 of 2: Add Webex to Chrome

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

① Add Webex to Chrome

an extension? Run a temporary application to jc

Select **Add Webex to Chrome**.

② Cisco Webex Extension
Add to Chrome

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.

Cisco Webex Extension
Offered by: webex.com
★ ★ ☆ ★ ★ 2,374 | Social & Communication | 10,000,000+ users

[Add to Chrome]

Starting Webex...

Still having trouble? Run a temporary application to join this meeting immediat

Cisco_WebEx_Add....exe   ,elibeams,1745389....exe   ^

If the add-on application (2.2MB) does not start automatically, please run the downloaded „Cisco_WebEx_Add-on-exe"

3) A new window for joining the webinar will appear, so after checking your audio device, please join the Event using the green „Join Event" button:
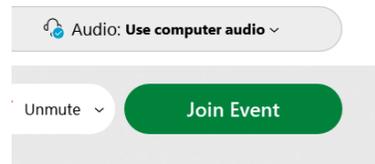
4) You are one of the Panelists and now connected, so you can see all Attendees and other Panelists. You can present your content **only when you´ve been selected as a Presentator** by the Host or previous Presentator

5) If one of the Attendees raises a hand, you will see this in the „Participants" panel on the right side
   a. If the side panel is not visible, go to: View – Panel – Manage Panels and move the appropriate panels to the right section of Current Panels

By right clicking on the „raise hand", the user will allow you to chat with him and after agreement unmute him to allow him to speak to the audience.
If you want to see all Attendees: in the Participants panel, click on „Show All Attendees" to get a better overview:
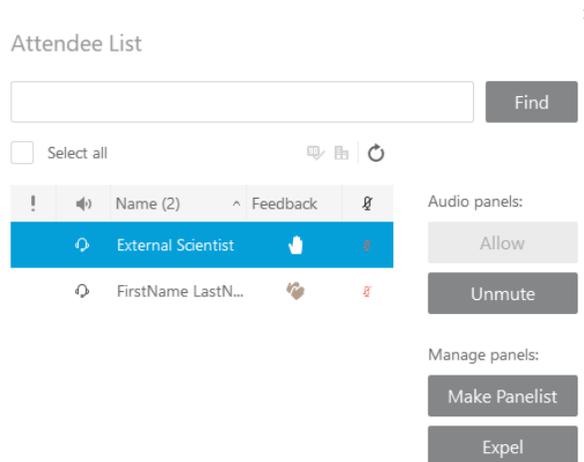
The only way how to let an Attendee speak is through the Attendee List - by selecting the Attendee you will have options

6) Polling - Only the Host, not just the panelist, can create a Poll, by selecting the „Polling" panel (in „View" Options as well)
Simply click on „New" in the Polling panel and create Question / Topic and voting answers.
After the poll is finnished, you can share the result with participants (also safe for later sharing)
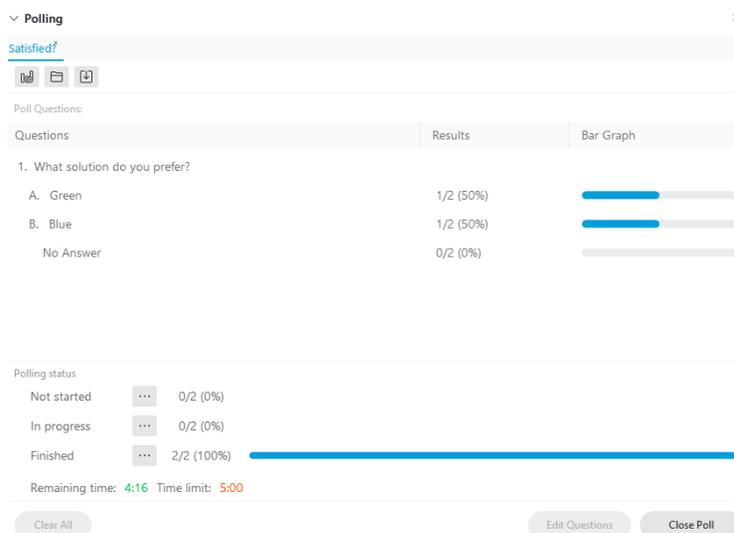
7) Leaving the event
It is very important to **Leave or End** the event (End is available for the Event Host only)
So when you´re just leaving as a Host, please be sure to select the „leave" option after pressing the Red-cross button, another panelist will automatically be selected as Host:
If you want to End the session select „End" – the Event will be closed for everyone.