



beamlines

**WEBEX event**  
**Guidelines for ATTENDEES**

# Login - the first step

- You will receive an invitation link before the beginning of the event or will use the link published on the web page.
- Each standard participant should join the event as an **attendee**.
- Each speaker/lecturer will be invited as a panelist and will be allowed to share a content a present. They have to use a link for attendees for other days.
- All panelists and attendees can join meeting approx. 15 min before the beginning.

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

Host: Romana Kočová ([romana.kocova@eli-beams.eu](mailto:romana.kocova@eli-beams.eu))  
Event number (access code): 2732 219 1650  
Event password: 111222

Wednesday, September 15, 2021 10:15 pm, Europe Summer Time (Prague, GMT+02:00)

[Join event](#) ← [Click here](#)

- Fill in your name and e-mail
- A password should be already pre-filled – if not, you can find it in the invitation link

Join Event Now

To join this event, provide the following information.

**First name:**

**Last name:**

**Email address:**

**Event password:**

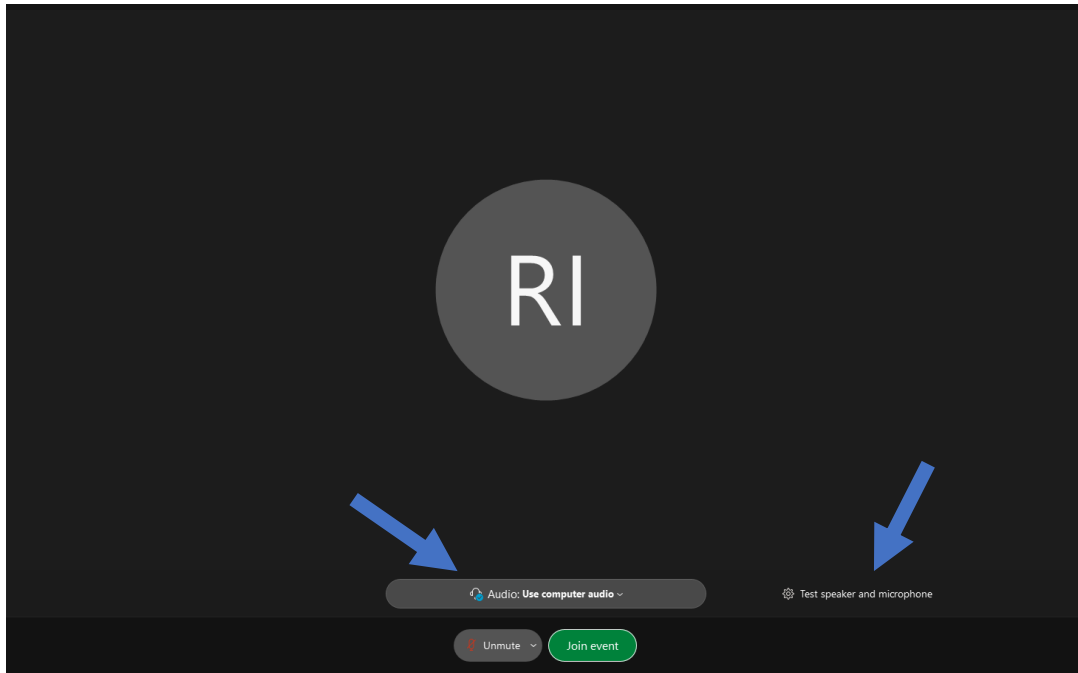
Remember me on this computer  
(Clear my information)

[Join Now](#)

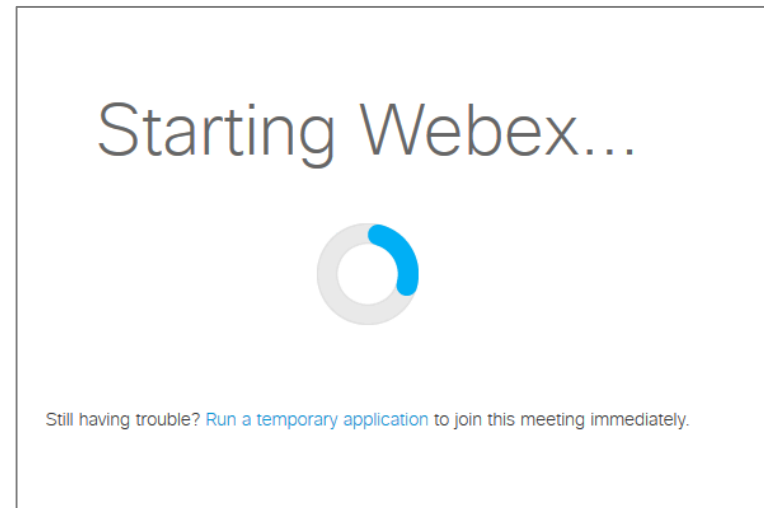
[Join by browser](#) **NEW!**

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

## Login - the second step



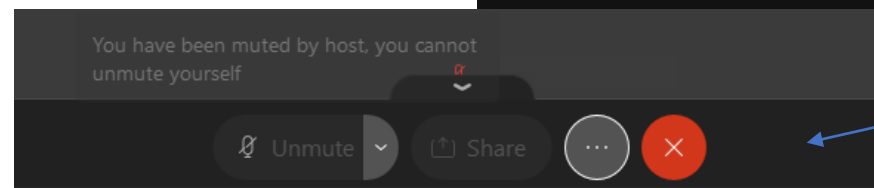
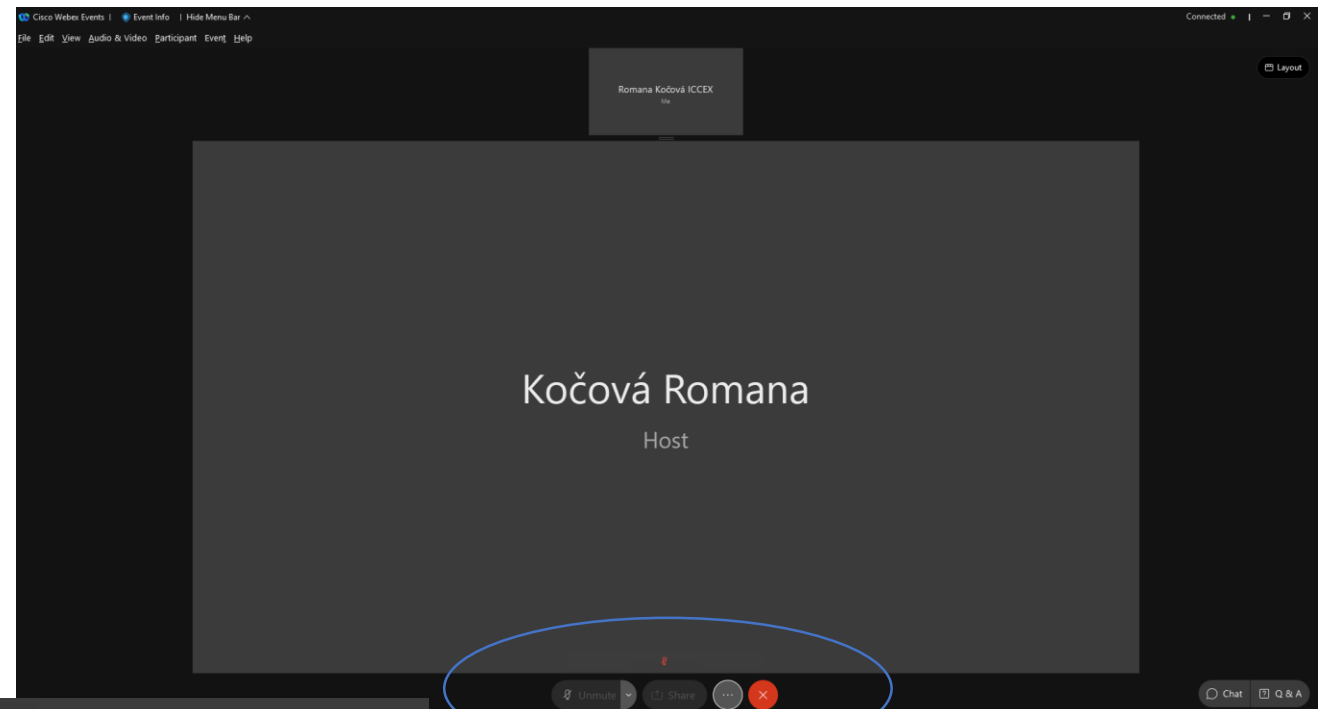
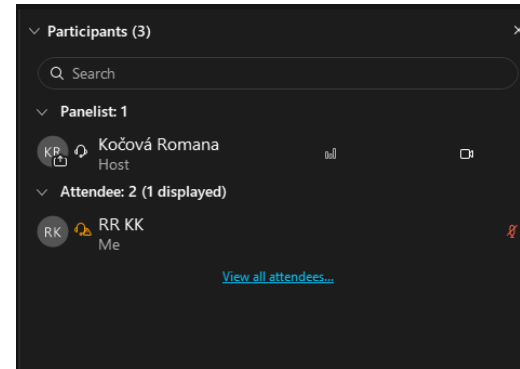
- Audio: Use computer audio
- Test your microphone
- Click the green button „Join event“.



- You can use a temporary application if you have a problem to join a meeting.
- **We recommend to download Webex application in advance!!!**

# You are here. Welcome!

- See who is present.
- You can see the event host, panelists (= speakers) and other standard participants (= attendees) in the list of Participants on the left side of the WEBEX event window.
- All attendees are muted and cannot unmute themselves. Only the host can unmute you.
- Attendees cannot share any content.



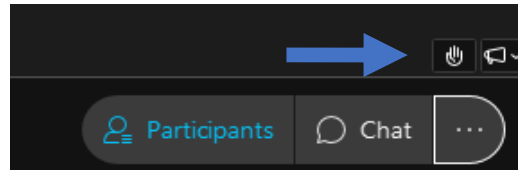
# How can works a discussion

**Attendees** can ask questions to the host, panelists and presenters - in 4 ways:

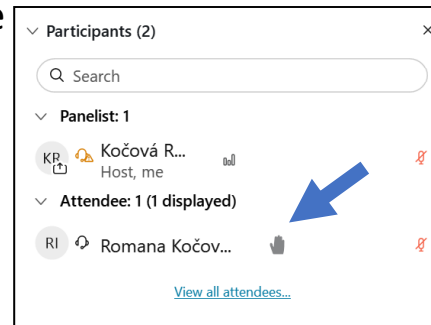
- ▶ **To raise a hand**
- ▶ Using CHAT
- ▶ Using the Q&A tool (questions & answers)

## RAISE A HAND ▶ THIS WAY IS PREFERRED

- If you have a question, raise your hand.
- You can find your Webex hand in the lower right corner of the event window.

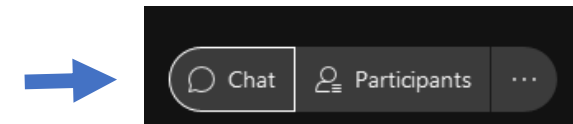


- A raised hand appears next to your name in the participants list.
- If the host allows you to speak, you're prompted to unmute yourself.
- Finally lower your hand.



## CHAT

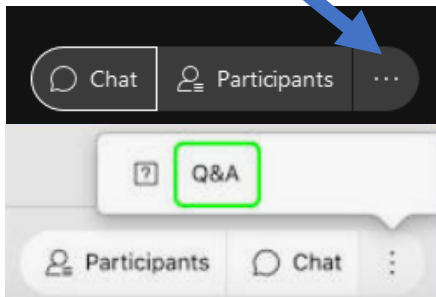
- All participants can chat with the host, presenters and panelists.
- Open the Chat panel from the link in the lower right of the event window.
- In the Send to or To drop-down list, select the recipient of the message.
- Enter your message in the chat text box, then press Enter on your keyboard.



## ...How can works a discussion

### Q&A

- Open the **Q&A panel**.  
You can find it in the lower right corner of the Webex window.  
If it is hidden you can find here



- On the Q & A panel, type your question in the text box. Questions have a 512-character limit.
- To edit your question, highlight the text you want to edit, and then right-click (Windows) or select ctrl and then click (Mac) to use the editing commands in the menu.
- Select who you'd like to ask from the drop-down menu.
- Select Send.

### E-MAIL

- All presenters are asked to check their CHAT and Q&A panels after their lecture, and before leaving the session, but your question may remain unanswered ....
- Then you can contact presenters by e-mail and ask for a private discussion.

## Leave the event

