



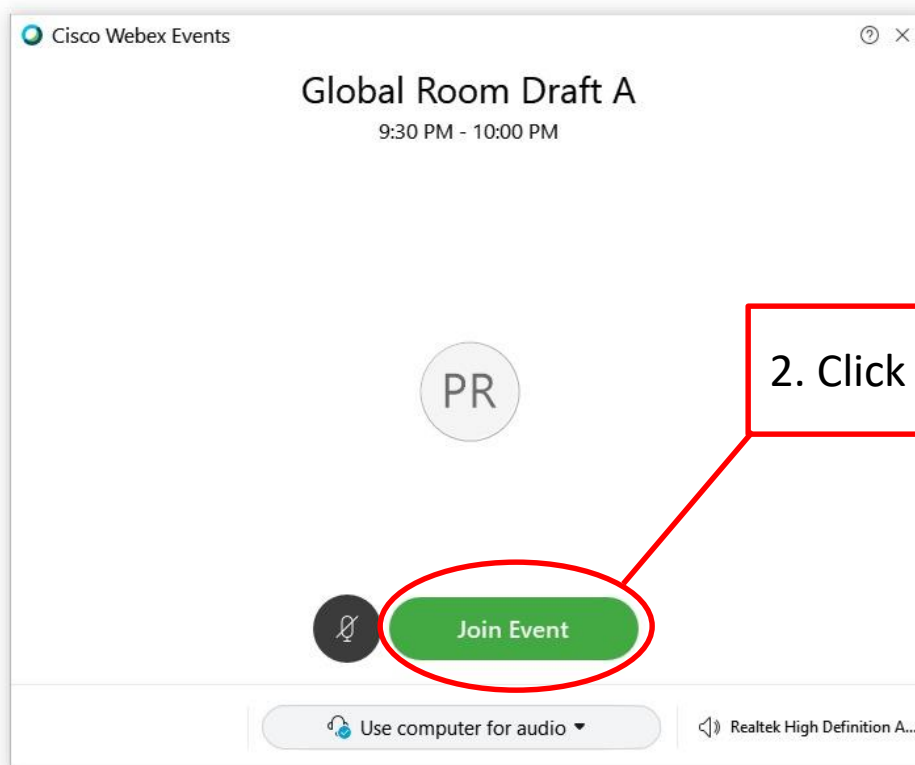
# Webex Tutorial

# All Sessions are conducted via WebEx

- Each Session has two parts:
  - a. Audio - teleconference
  - b. WebEx – screen to view content presented
- Internet connection is required to access WebEx.
- Dial in with desk phone or computer; do not use a mobile phone, it creates noise/echo.
- Join each session 5 to 10 minutes in advance.
- You will receive instructions and URL to join webinar via email (google invite) from Program Manager.

# Joining a meeting

1. Click the session link sent to you after your registration has been accepted and the below window will pop-up.



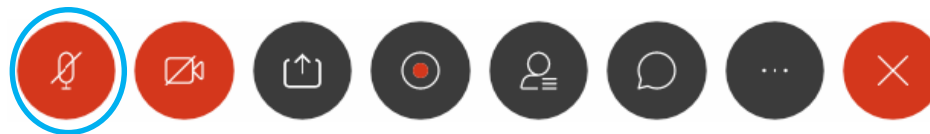
2. Click here to join

# WebEx Event Window

The screenshot shows a Cisco WebEx Event Window interface. At the top, the browser title is "Cisco Webex Events" and the status bar shows "Connected". The menu bar includes "File", "Edit", "Share", "View", "Communicate", "Participant", "Event", and "Help". The main content area displays the event logo: "IEEE PES GSC 2020 GLOBAL STUDENT CONGRESS". A "Sharing Picture1" dropdown is visible at the top center. On the right side, a "Q&A" panel is open, labeled "Q&A Panel". The bottom toolbar contains several icons: a microphone (labeled "Mute/Unmute"), a camera (labeled "Camera"), a document (labeled "Participant Lists"), a speech bubble (labeled "Chat"), and a red 'X' (labeled "Leave meeting").

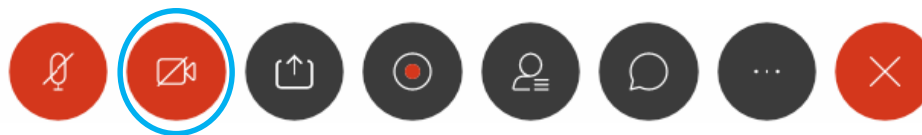
# Mute/Unmute Option

- The event Host will keep all lines muted during session, unless you rise your hand to make a verbal question.
- The attendees will not be allow to unmute their microphones, unless the Host allow it.



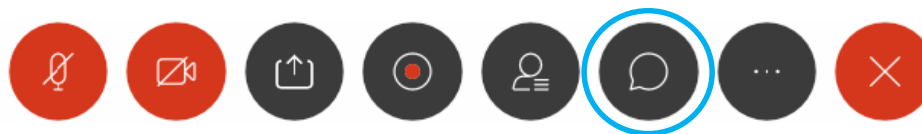
# Camera Option

- The attendees will not be allow to turn on their cameras. Only the panelists will have this function enable.



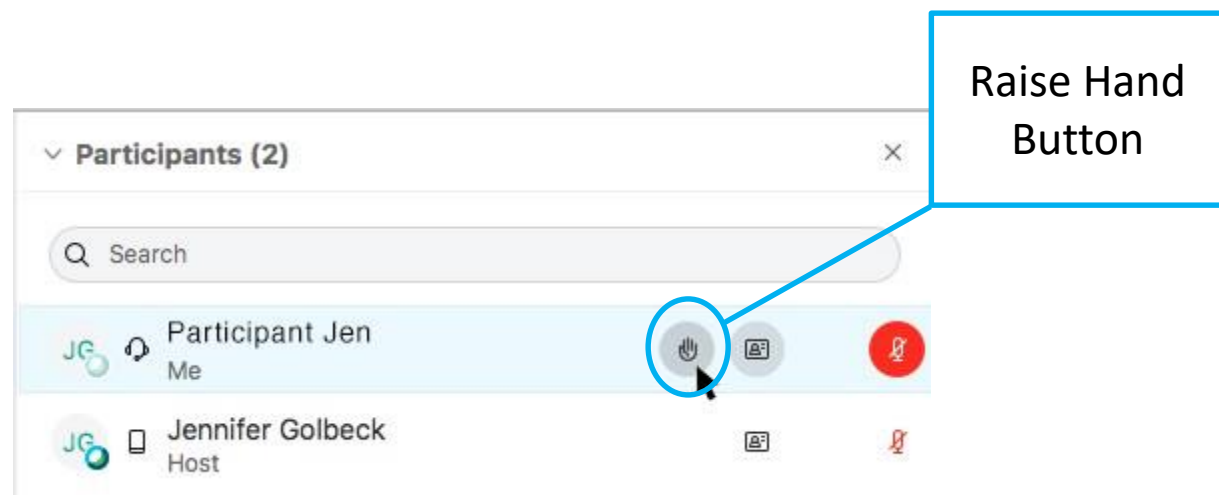
# Chat Option

- Only in Closed Events the chat option will be allowed. In Open Events, the attendees are invited to delivered their questions through the Q&A.



# Raise Hand Option

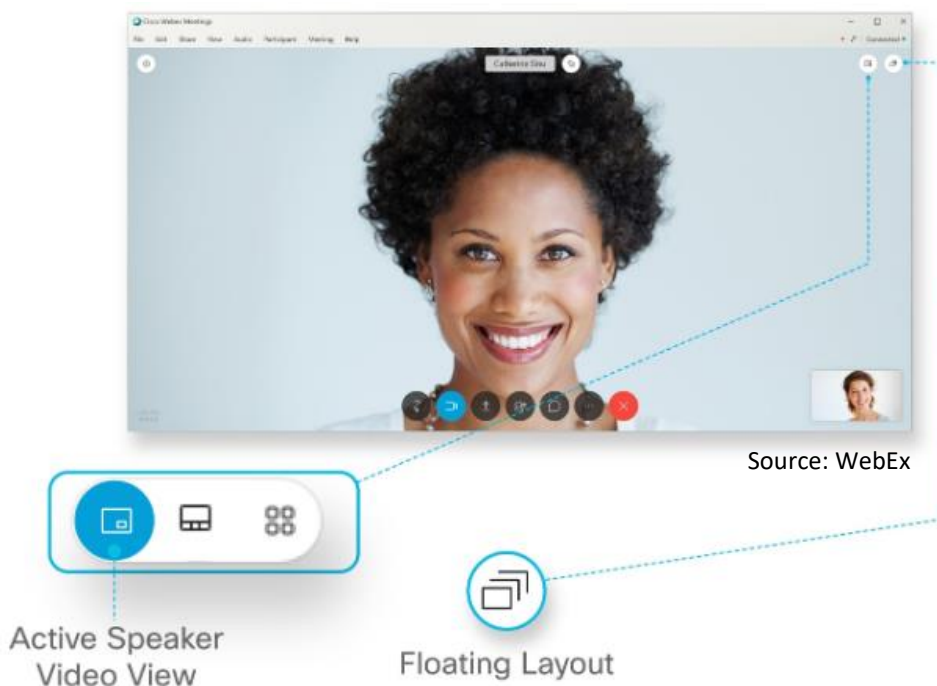
- To Raise Hand you need to click on participant list and use the Raise Hand button in front of your name.





# Change Panelists View

- Any time during the session you can chose the most comfortable way that Panelists Cameras are shown to you.



# How to Ask Questions?

- There are two options to ask a question during an Event:
  1. Use 'Q&A' function located at the right side panel of screen to send the speaker questions during a session.
  2. Use 'Raise Hand' button located at the bottom of the Participants window to ask questions verbally. The Host will receive your hand notification and will enable your microphone, inviting you to ask your question as soon as possible.

# From one Session to Another

- Click on leave meeting button to leave the current meeting once a session is over.
- Repeat the process mentioned in 3 slides above to join a new session.
- Please note that separate events need separate registration. Use the registration links provided to register for each event on any given day of the congress.

# Important Reminders

- Only approved registrations will be allow to join the WebEx Sessions.
- Some Sessions will be broadcasted by the Congress's facebook page. So, if your registration were not approved, you can still watch the Session on our Facebook page.
- Remember that during the Sessions you will be with different persons from differente countries, cultures and costumes, so be nice and think twice before rise a statement or question.

# Event Social Media

- Check out the 2020 IEEE PES Global Student Congress social media to be up on all the updates!
  - Facebook: <https://www.facebook.com/pes.gsc>
  - Instagram: <https://www.instagram.com/ieeepesgsc/>
  - Twitter: [https://twitter.com/PES\\_GSC](https://twitter.com/PES_GSC)
  - Website: <http://sc.ieee-pes.org>
  - E-mail: [pesglobalstudentcongress@gmail.com](mailto:pesglobalstudentcongress@gmail.com)



Thank you!