

Few Words about using Webex Event

Technical requirements:

- Laptop (usually with built-in microphone, camera and speakers) or desktop computer with external microphone, camera and speakers

- For details on system requirements see:

<https://help.webex.com/en-us/9ehuwu/Web-App-Supported-Operating-Systems-and-Browsers>

<https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>

(Note that Linux users may experience some problems with video settings (see details on

<https://help.webex.com/en-us/WBX9000032830/Video-Receiving-Issues-on-Firefox-for-Linux>)

- Web browser (Firefox or Chrome are preferred options)

- Internet connection (bandwidth requirements for optimal use are: 2.0 Mbps up, 4.0 Mbps down)

- Absence of disturbing subjects (noise etc.)

Invitation and Registration to SPIG2020 Webex Events Page:

Invitation:

You will receive an e-mail from organizers with the **link** to join the **SPIG2020 Events Page** which will contain two events (**Hall A and Hall B**). Follow the link to receive a page similar as illustrated below. The page lists two virtual Halls (A and B) of the SPIG2020 Conference, which will be active throughout the whole conference. You use this page to register to SPIG2020 Webex Event.



SPIG2020_Simulacija, Serbia, August 2020, Serbia



English : Amsterdam Time

Show past events

Upcoming Events

Total number of events: 2

Date & Time

Event

Panelist

Aug 14, 2020 10:00 am

Hall A

Open Registration

Aug 14, 2020 10:15 am

Hall B

Open Registration

Register

Registration:

You need to register to both events in order follow SPIG2020. You can register simultaneously by selecting both sessions (Hall A and Hall B) as illustrated below. Click **“Register”**.



English : Amsterdam Time

Show past events

Upcoming Events

Date & Time

Aug 14, 2020 10:00 am

Aug 14, 2020 10:15 am

Event

Hall A

Hall B

Panelist

Open Registration

Open Registration

Register

Total number of events: 2

The registration window should appear next:

Register for Events

English : Amsterdam Time

You have selected to register for the following events:

- Hall A (Friday, August 14, 2020 10:00 am Amsterdam Time)
- Hall B (Friday, August 14, 2020 10:15 am Amsterdam Time)

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name: * Last name:
* Email address:
* Confirm email address:

Submit Cancel

Enter your First name, Last name and Email address (be sure to enter the same address which you used for registration). Click „**Submit**“.

Next you should see the Registration Confirmed page (see below) ...



Registration Confirmed

Thank you for registering.

You have registered for the following event(s):

Hall A

Registration status: Approved

Event time: 10:00 am Amsterdam Time on August 14, 2020

[View Event Details](#)

Hall B

Registration status: Approved

Event time: 10:15 am Amsterdam Time on August 14, 2020

[View Event Details](#)

You will receive a confirmation email message that contains detailed information about joining the events.

Done

Set Up Webex Events

To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

To view system requirements, go to www.webex.com.

...and receive a confirmation email, with the content similar to:

Your registration was approved for the following Webex event.

Host: SPIG 2020 (spig2020@matf.bg.ac.rs)

Event number (access code): 137 282 6395

Registration ID: This event does not require a registration ID

Event password: pJ78p7QekHb

Friday, August 14, 2020 10:00 am, Europe Summer Time (Brussels, GMT+02:00)

Friday, August 14, 2020 10:00 am, Europe Summer Time (Amsterdam, GMT+02:00)

Join event

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+44-20-7660-8149 United Kingdom Toll

[Global call-in numbers](#)

IMPORTANT NOTE:

You will receive two registration confirmation emails for the both virtual Halls (Hall A and Hall B).

These will be the only two automatic emails sent by Webex.

Joining SPIG2020 Webex Event – Hall A or Hall B :

You can JOIN the Hall A or Hall B of virtual SPIG2020 using one of two options:

1. Through the Registration confirmation email – click “Join event” (no login password needed) (make sure to turn on html-view in your email client)

2. Through the same **SPIG2020 Webex Events** page

(in this case you need login password, which you can find in Webex Confirmation email)

IMPORTANT: Event needs to be (active green light next to the event, indicated on below illustration) in order for the JOIN button to be accessible.



English : Amsterdam Time

☐ Show past events

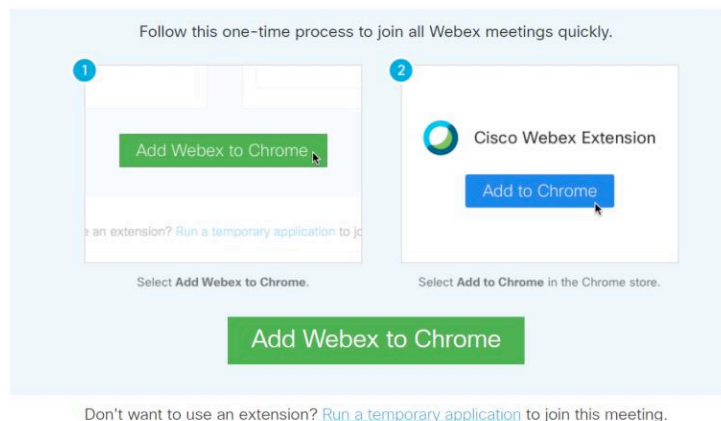
Upcoming Events

<input type="checkbox"/>	Date & Time	Event	Panelist	Total number of events: 2
<input checked="" type="checkbox"/>	Aug 14, 2020 10:00 am	Hall A		Open Registration
<input type="checkbox"/>	Aug 14, 2020 10:15 am	Hall B		Open Registration

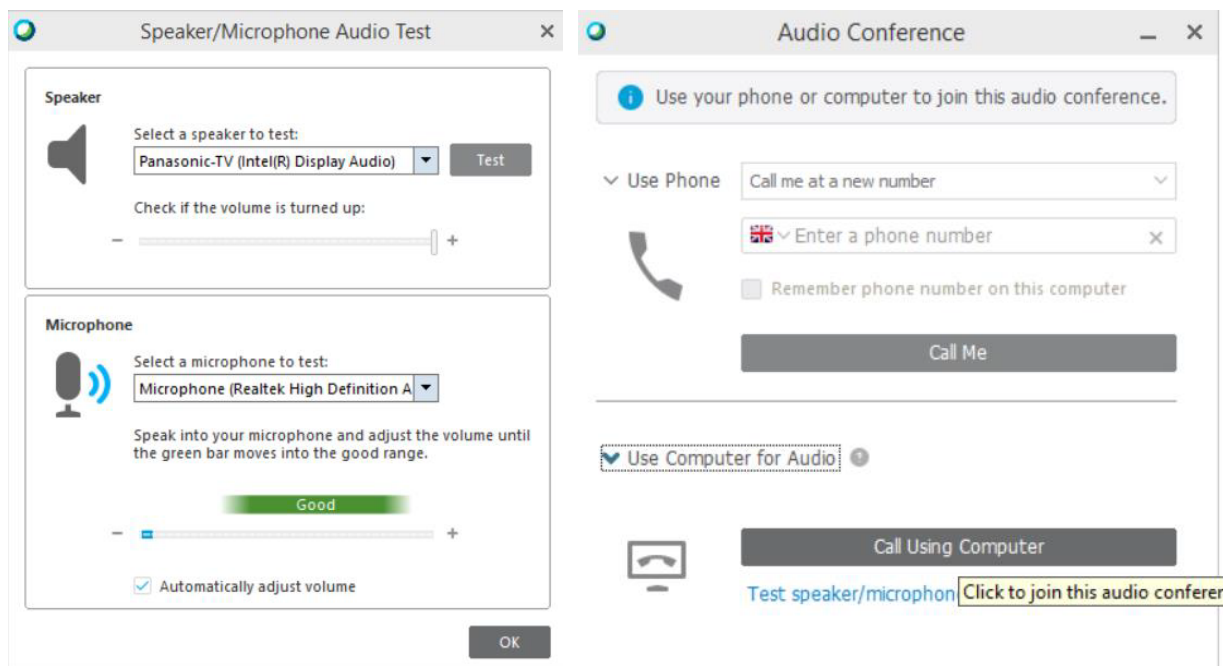
Register

The event can be run within a web browser (“Join by browser”) or in a separate application. We suggest installing the Webex application. Other option is to „Run a temporary application“.

Step 1 of 2: Add Webex to Chrome



In the next step, audio devices can be tested. Select „Use Computer for Audio“ or „Call using Computer“.

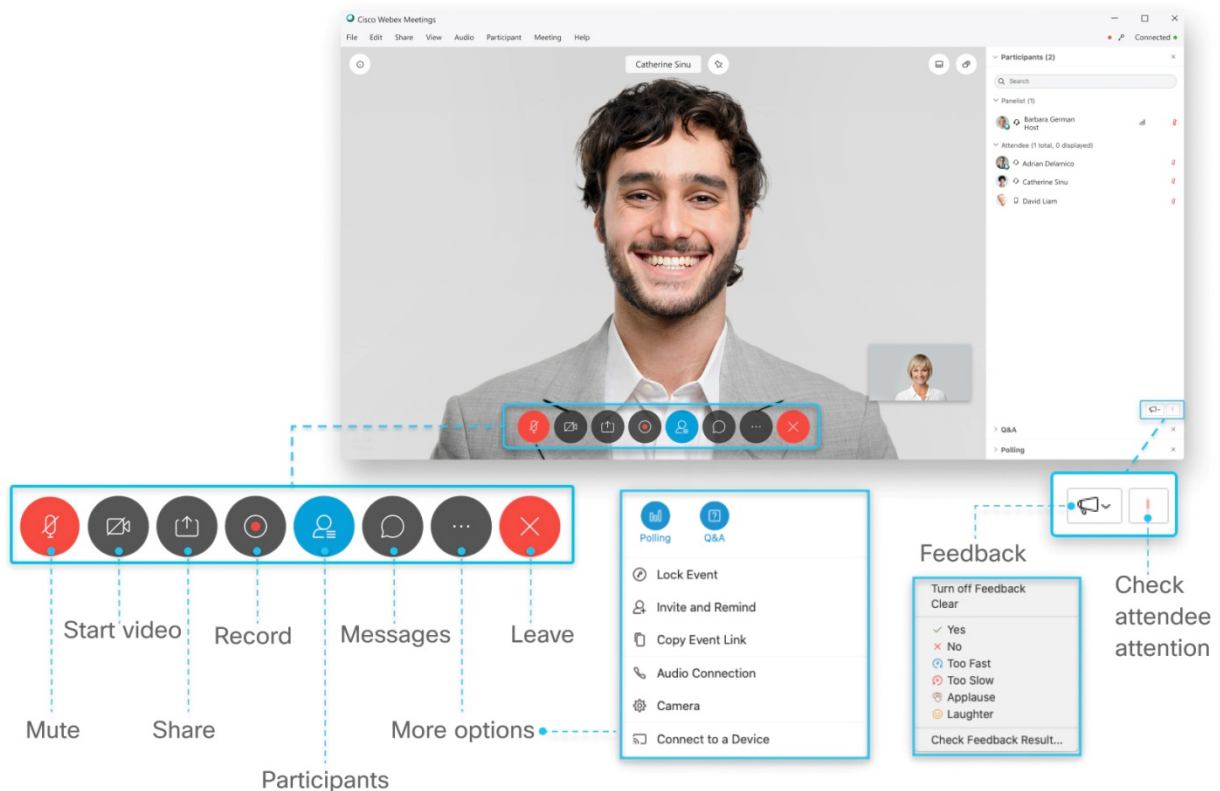








Now you entered the event room.

IMPORTANT NOTE:

All sessions (lectures and Q&A) will be recorded for the SPIG Conference Digital Legacy. Speakers that wish their presentation not to be recorded, please contact the Organizers. Thank you!

The Event window



	Mute / unmute microphone Your microphone is muted by default during the presentation time. When allowed, unmute it to ask or comment, and mute it back.
	Turn on/off camera You can switch your camera on and off, ONLY if you are a Panelist .
	Share content Upload a presentation / video, share presenter's screen or draw at the whiteboard. For presenters only.
	Participants Show / hide participants panel at the right side. You can see all participants attending the event by clicking "view all attendees".
	Chat Show / hide chat panel at the right side. You can use the chat for Q&A session. These will be seen ONLY by the host and panelists, i.e. moderators and a Chair.
	Leave event

Sharing content.



Share your screen:

When you share your screen, everyone sees what you can see on your screen. If you have a Word document or a PowerPoint slide, or even a website or chat window open, they'll see it.

Select Share → Screen.

Note: Before sharing the screen, please make sure to mute notifications and close any personal or confidential documents.

Share only a specific application:

When you share a specific application, others can't see anything other than the shared application. For example, if you have your browser and PowerPoint open and you choose to share PowerPoint, others can't see the browser tabs you have open. But if you have several PowerPoint presentations open, you can switch between them and they'll still be shared. You can also edit slides as you share them.

To share an application that is open, select Share → select the application from the list of open applications.

To share an application that is not open, select Share and Other Applications, then click Share next to the application you want to share.

Share a file:

Sharing files allows you to share a single file. It could be anything, like a document or video file stored on your computer. If you already have the file open, share your screen or application. File sharing may not work when you're trying to share a PowerPoint presentation with embedded video.

To share a file, select Share → File.

Share a whiteboard

Create a whiteboard to visually share your ideas. Whiteboards shared during a meeting aren't automatically saved. Remember to save your whiteboard.

To share a blank work area where you can collaborate with the other meeting participants using both text and graphics tools, select Share → Whiteboard.

Important for Speakers!

Presenters will be given a role “**Panelist**” with in the Webex Event Window and a “**Presenter**” mark. With such options they are able to show their video and share content. Please note that:

1. Speakers are supposed to speak and navigate through slides.
2. If a Presenter is unable to share the presentation or change slides, the presentation can be delivered in advance to our technical moderators. In that case, the presentation will be played by the technical moderators.
3. Speakers can send their recorded presentation in advance, which will in that case be played by the technical moderators, and the Speaker should be available for Q&A.

An organized test session before the conference is available for all attendees (participants and speakers). It would be preferable to have a sample presentation (few slides) ready for testing.

Question & Answers session.

If you want to ask a question, please turn on the “**raise your hand**” feature or write to the Chair/Technical Moderator within the Chat window.

When you ask your question please start by stating your name.

NOTE: Your Chat messages are only seen by the Panelists (Chair, Technical moderators and Speakers).

Raising your virtual hand:

To gain the attention from the technical moderator or session Chair use the “raise your hand” feature.

To use the feature:

1. Find your name on the participant list, and hover over your name.
A Raise Hand icon will appear.
2. Click on the Raise Hand button which will place a small hand icon next to your name in the participant list.
3. Click on the Lower Hand button to withdraw the request.



Feel free to applaud at any time but especially at the end – Webex Event has a "clap" feature within the Feedback.