

IASED Online Conference Guidelines

In order to facilitate a smooth online virtual meeting, to get acquainted with the software and check whether your computer system is configured correctly (software updates, plug-ins, add-ons, drivers etc.) A test session is scheduled on Sept 16, 2020, from 14:00-18:00 (German Standard Time, UTC+2). You will have 5-8 minutes to act as the presenter, to test all technology including the audio, camera/video, internet and content sharing etc.

➤ Preparation Works

1. Software

Cisco Webex Meetings

Download linkage:<https://www.webex.com/downloads.html/>

(Note: **it is suggested to install the Webex App in your device as first choice, the chrome extension does not support for video content sharing, you will not able to watch the video or hear video voice if other presenters are sharing a video during their presentation.*

**it is not necessary to sign up for a webex meeting account, we will send you a meeting invitation link for test meeting, you can join in the meeting via the meeting link sent from us.)*

2. Hardware

A **computer** (desktop or laptop) with a **stable internet connection** (WIFI or cable), a **microphone** (built-in or external), loud **speakers** (or preferably a headset) and a **camera** for video transmission (built-in or external).

3. Notes

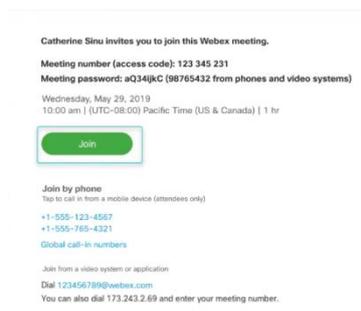
To avoid unexpected problems during the event we recommend:

- Turn off all notifications and make sure your cell phone is on silent
- Make sure you are in a quiet area free from unnecessary distractions
- Connecting all devices to electricity rather than running on battery
- Presenter should take care of their background image and ensure good light condition

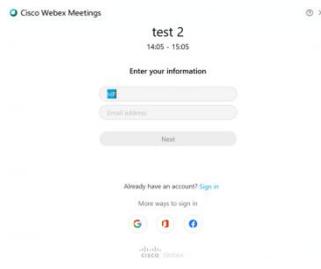
➤ Join in the meeting

After finishing all preparatory works, then you are good to join the meeting.

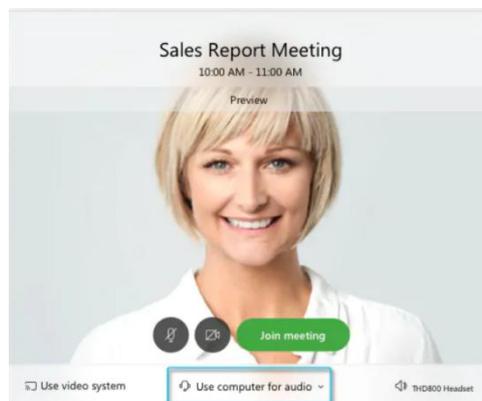
- You will receive an invite with instructions on how to join in an email invitation. Open your email invite, and click Join.



- Enter your name and email address, please sign in the meeting with the name of "Name+Paper ID" for example: Jane Doe + M001.



- If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click **Next**.
- Next, you choose how you want to hear.



Use computer for audio (default) Use your computer with a headset or speakers.

Call in If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.

Call me Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.

Don't connect audio Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

- By default, your microphone and camera are turned off. The video and microphone buttons are both red.
- To join with your video on, click Start video 
- To join with your microphone on, click Unmute 
- To connect to a compatible video device, click Use video system.
- Click **Join Meeting**.

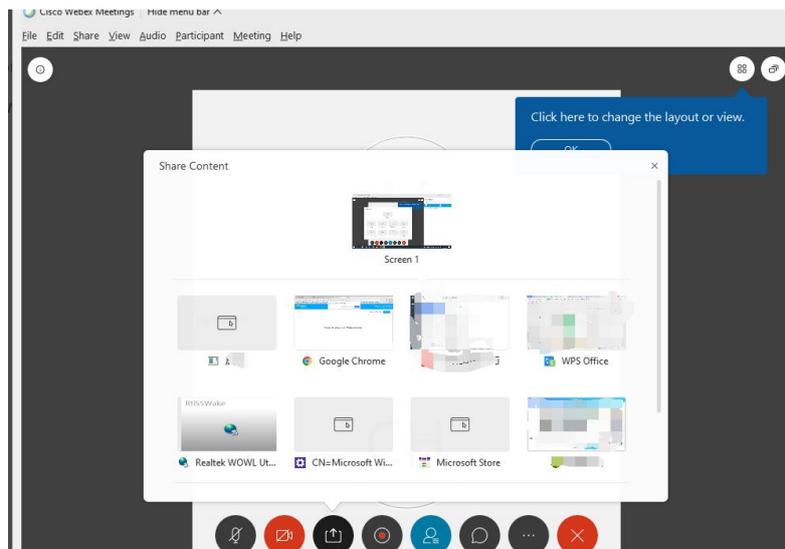
➤ During the Conference

- * We recommend you to mute yourself when others are speaking, to keep discussions organized, you could click “Rise hands” button beside your name if you want to speak.
- * We recommend you to active your camera when you are speaking
- * The quality of sound and video might not always be perfect during an online session. Any person who speaks should pay extra attention to talking slowly and clearly
- * Be prepared for sharing the content/screen and not show any personal details on your computer desktops to other participants (passwords, private background image etc.).

➤ Share Content

1. Share your content

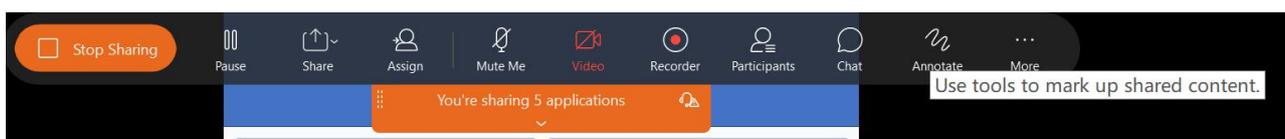
While in the meeting. In the **Participants** panel, when the ball  dropped next to your name. You become the presenter. Select **Share content**  and start sharing. The presenter will be assigned by conference chair.



2. Annotate Your Shared Content

You can annotate a shared screen to highlight, explain, or point out information to your meeting's participants. (*Annotating content is not supported on the Webex Meetings web app.*)

- * While sharing your content, move the cursor to the top of your screen, then the tool bar will pop out, choose “Annotate” so you will be able to mark up shared content.



* Annotation Tools

Annotation Tools	Description
	Allow annotation, other participants would be able to make notes on your shared content as well.

	Undo the last annotation.
	Draw annotations in different brush thicknesses and colors.
	Insert text in different colors. When finished typing, tap Done to place the text.
	Erase any annotations.
	Draw attention to part of the screen by placing an arrow on it.
	Draw attention to part of the screen by drawing borders around it.
	To save the annotation to your device's gallery.

* To end the sharing, tap “ Stop Sharing”

➤ **Etiquette for online meeting**

Do's

- Do be courteous to other participants
- Do speak clearly
- Do keep body movements minimal
- Do move and gesture slowly and naturally
- Do maintain eye contact by looking into the camera when presentation
- Do dress appropriately
- Do be yourself and have fun

Don'ts

- Don't make distracting sounds
- Don't interrupt other people when they're speaking (or attempt to speak over them)
- Don't make distracting movements
- Don't interrupt other speakers
- Don't carry on side conversations
- Don't cover the microphone