1 REGISTRATION FOR AN EVENT

To join a Webex event for which you are invited, registration is required. An email invitation contains the Register button with the link for the session (Figure 1). Click the **Registration** button in your invitation to go to the registration page.
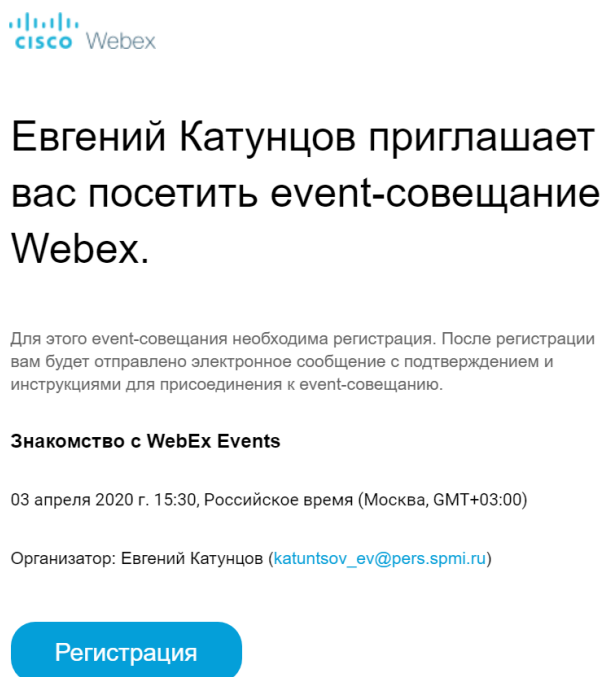

Figure 1 - The email registration link

If the event host provides a direct link to register for your event, you can use the registration link.

Click the **Registration** button on the Event information page [topic] (figure 2)
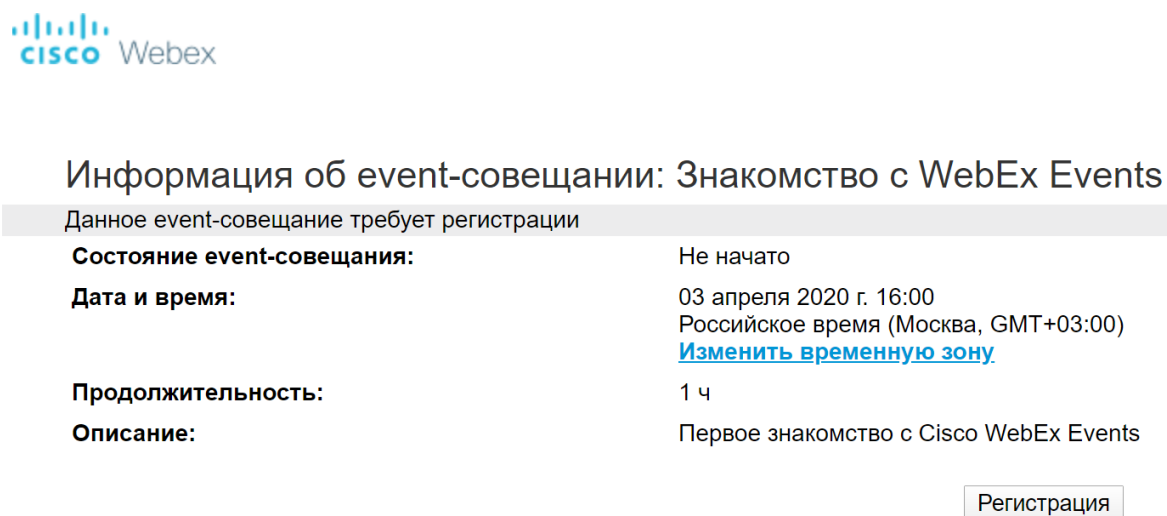

Figure 2 – The upper part of the Registration page

Then fill the registration form on another page and select **Send/Register now** (Figure 3). Please note that all fields marked with an asterisk (*) are required.

Figure 3 - Cisco Webex Events Registration Form

Figure 4 shows the registration confirmation page. In the bottom right corner of the page there are links where you can download and install Cisco Webex Events software on your device and familiarize yourself with system requirements.

Figure 4 - Registration confirmation page

After successful registration, you will receive an event registration confirmation email with the guide for joining the event (Figure 5).

Регистрация подтверждена для веб-семинара: Знакомство с WebEx Events

messenger@webex.com
кому: я ▾

Регистрация на указанное далее event-совещание Webex утверждена.

Организатор: Евгений Катунцов (katuntsov_ev@pers.spmi.ru)
Номер event-совещания (код доступа): 847 115 544
Идентификатор регистрации: Для данного event-совещания не требуется идентификатор регистрации
Пароль event-совещания: q1w2Q!W@

03 апреля 2020 г. 16:00, Российское время (Москва, GMT+03:00)

> **Присоединиться к event-совещанию**

Необходима помощь? Посетите веб-сайт http://help.webex.com

2 прикрепленных файла

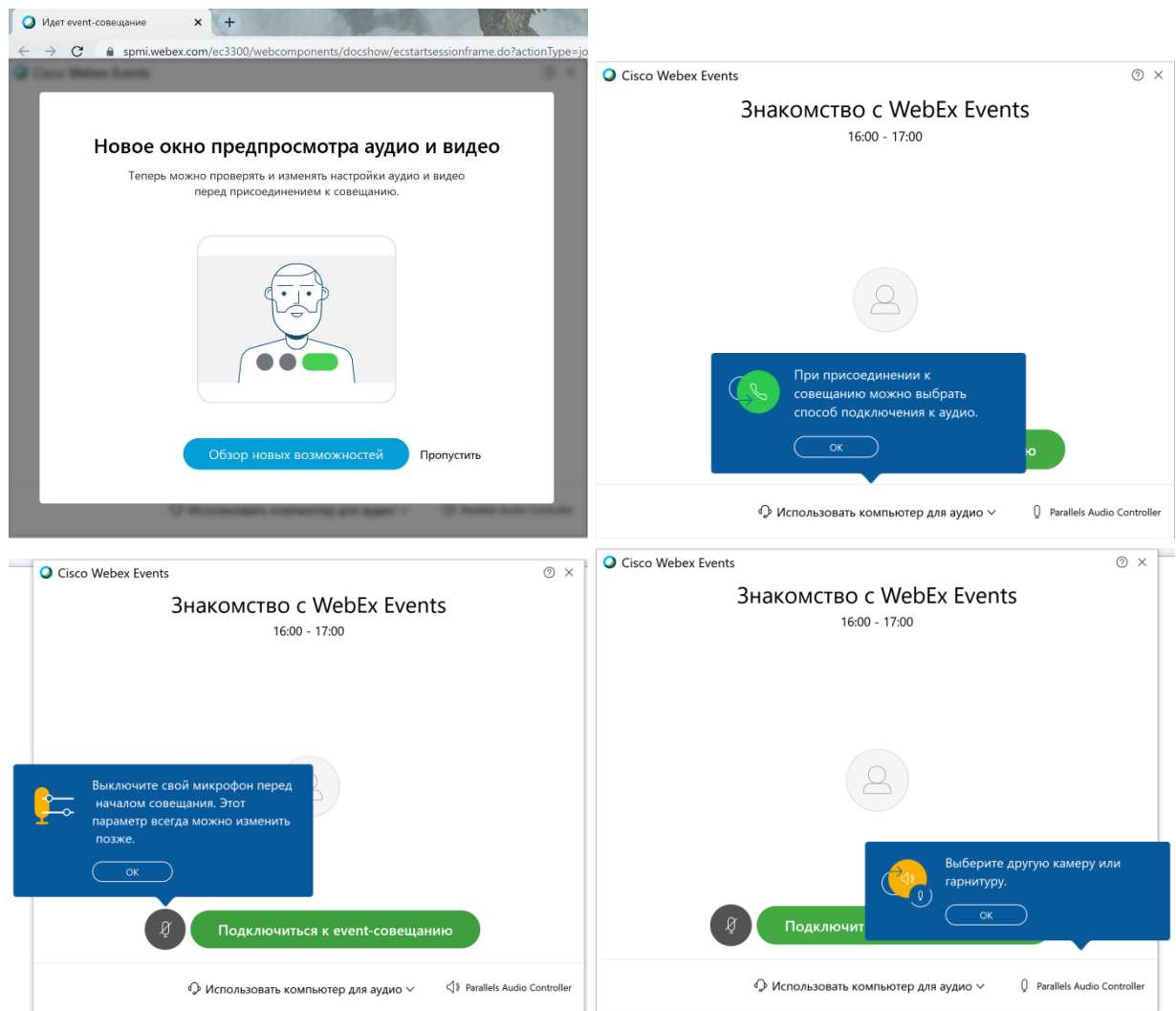📄 invite.ics   Скачать
📄 Знакомство с WebEx Events.ics   Скачать

Figure 5 - Registration confirmation email

2 JOINING A CISCO WEBEX EVENT

When you join an event and launch Cisco Webex Events for the first time, you might need an introductory tour of the Cisco Webex Events main features and user interface (Figure 6). Your microphone is muted when you join a Webex meeting.
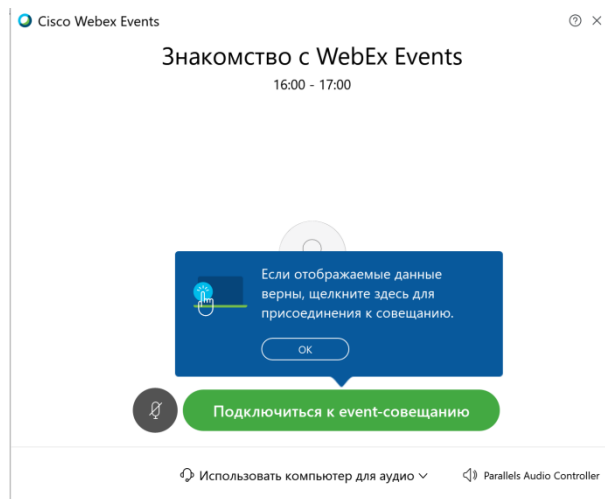
Figure 6 - An introductory tour of the Cisco Webex Events when joining a Webex meeting

The interface of Cisco Webex Events after joining a meeting is shown in Figure 7.

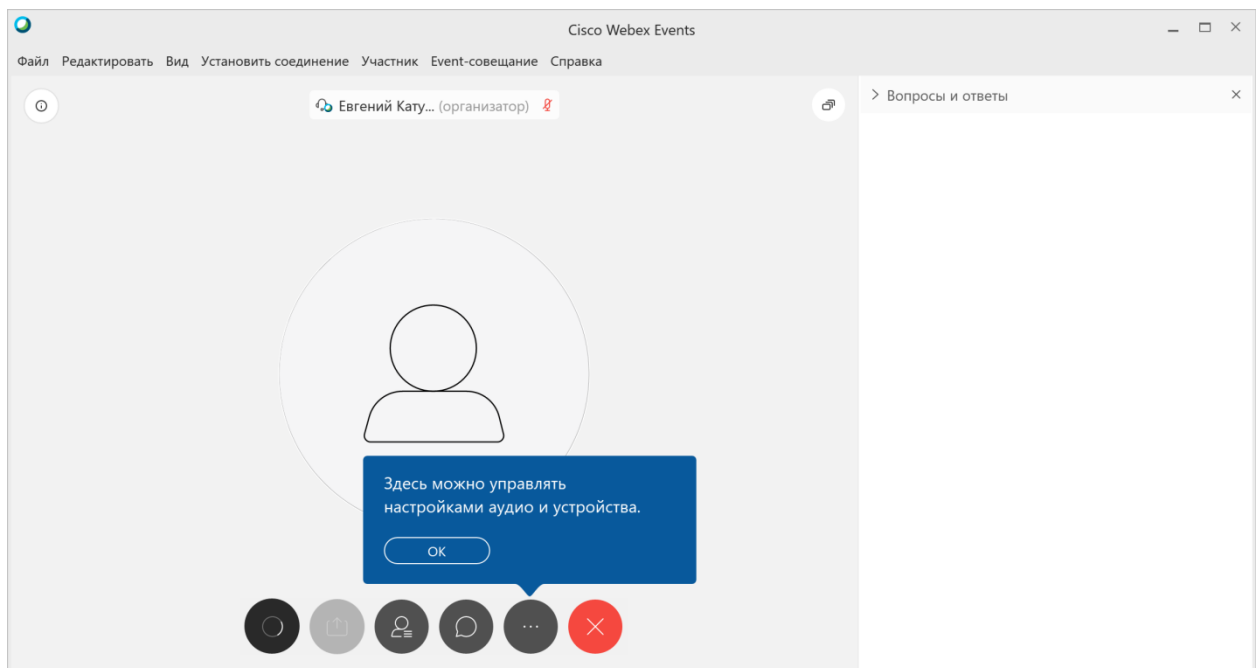Figure 7 – The interface of Cisco Webex Events when first joining a Webex event

To test your speaker and your microphone, click the icon with the three dots (Figure 8), select **Speaker and microphone** in the menu that appears. Select **Test** in the settings window. If you hear the sound from the speakers and the volume meter next to the microphone shows blue bars, they are properly emitting and picking up and sound.
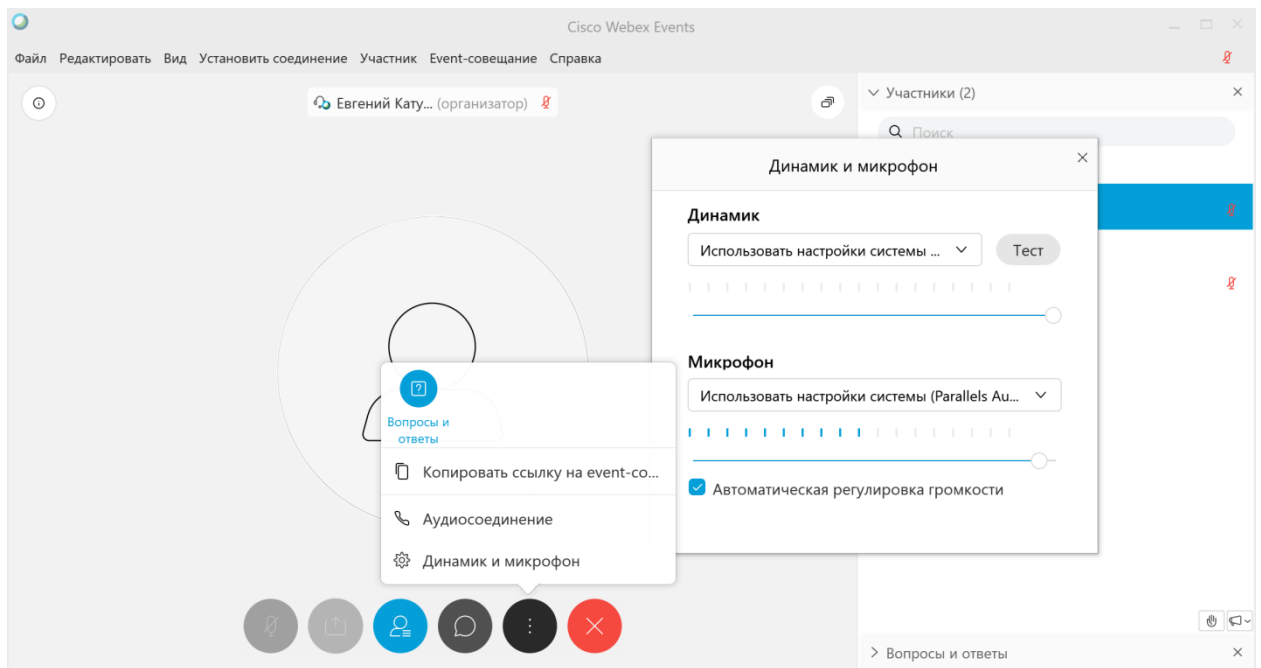
Figure 8 - Sound settings in Webex Events

3 PARTICIPATION IN A WEBEX EVENT

When you join an event, your Cisco Webex Events window opens with a panel area with the event options on the right. Nearly everything you want to accomplish in a meeting can be done from these areas:

When your meeting window opens, the area on the right displays some default panels. Other panels are available from an icon tray at the bottom of the window.

If you place the mouse over the icon, a popup help about button assignment will appear. If the panel is currently displayed on the screen, its icon is blue. If the panel is not displayed, its icon is gray.

The **Participant panel** (Figure 9) has a Participant menu where you work with individual participants depending on your role in the meeting. The host and the presenter can change permissions, meeting roles and mute participants if the meeting is too noisy. When the microphone is muted, a red crossed out microphone icon is displayed opposite the participant's name.
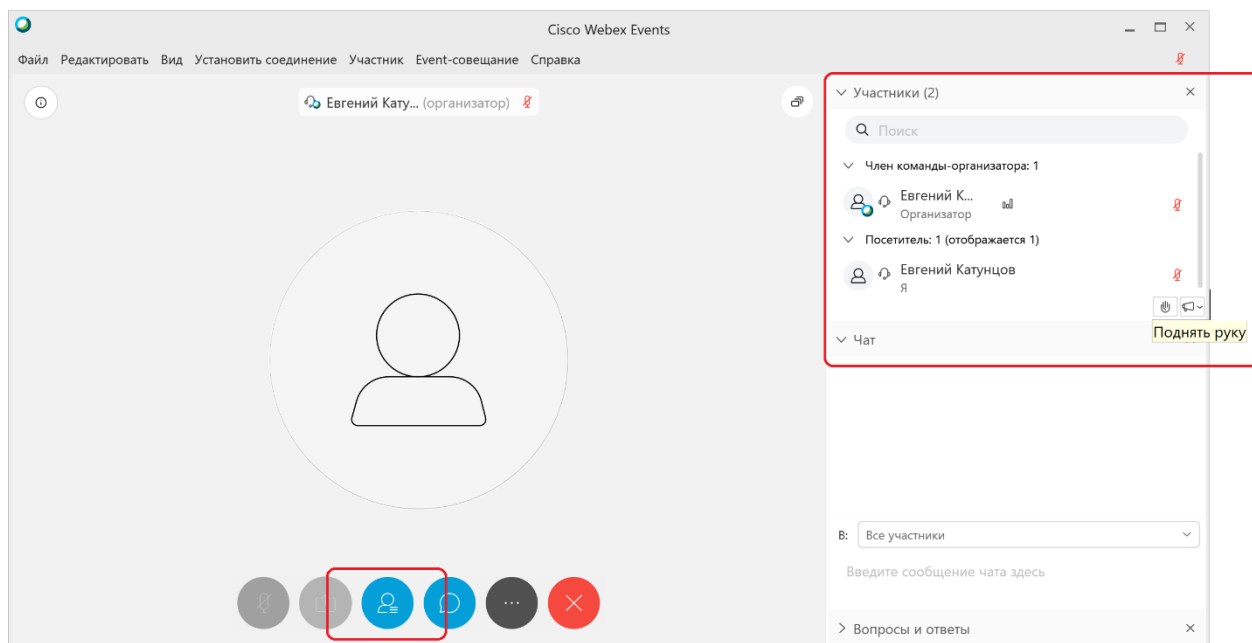
Figure 9 – The Participants icon which brings up the Participant panel

A person attending the session who is not identified as a Presenter or a Host is an **Attendee**. An attendee may ask for the presenter role or unmute his/her microphone. To attract the host's attention, the attendee may **"raise his/her hand"** by clicking on the Raise hand icon. In the drop-down list you can choose other ready-made answers for your feedback: Yes, No, Too fast, Too slow, Applause, Laughter, and check the feedback results. The feedback icon will appear opposite the username until the feedback results are cleared.

The **Chat Panel** is designed for communication between the meeting participants (Figure 10). You can send messages to all participants of the meeting, or select a category of recipients. You can send messages to individual participants by selecting the dropdown labeled **Send to**: and choosing the participant's name. The chat is useful when you need to send a message to all the participants of a meeting, for example, an internet link.
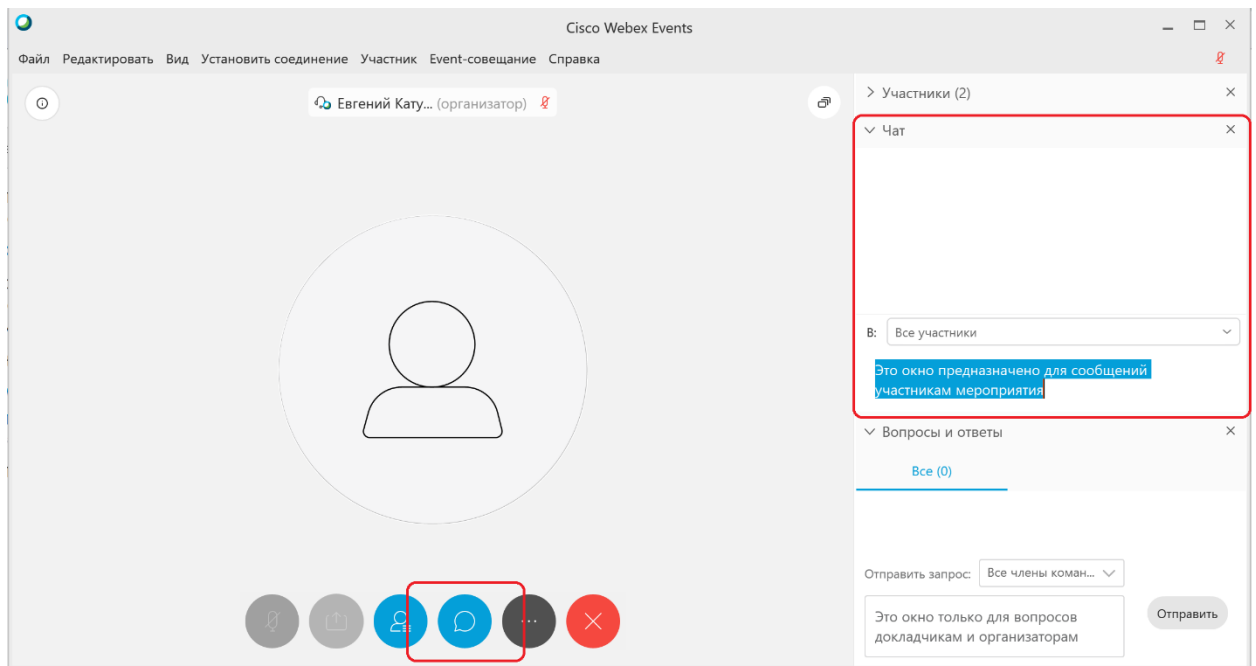
Figure 10 - The Chat icon which opens a Chat panel

The **Question and Answer (Q&A) Panel** is designed for the members of the host's team (Figure 11). You can address question to all the members of the team or to individual participants, for example, ask the presenter. Once the question has been answered, both the question and the answer will appear in the Question and Answer panel for all the meeting participants.

In full screen mode, the presenter does not see questions immediately, so there is no point in duplicating questions. Usually, the member of the event host's team who helps the presenter with the slides reads questions aloud for everyone.
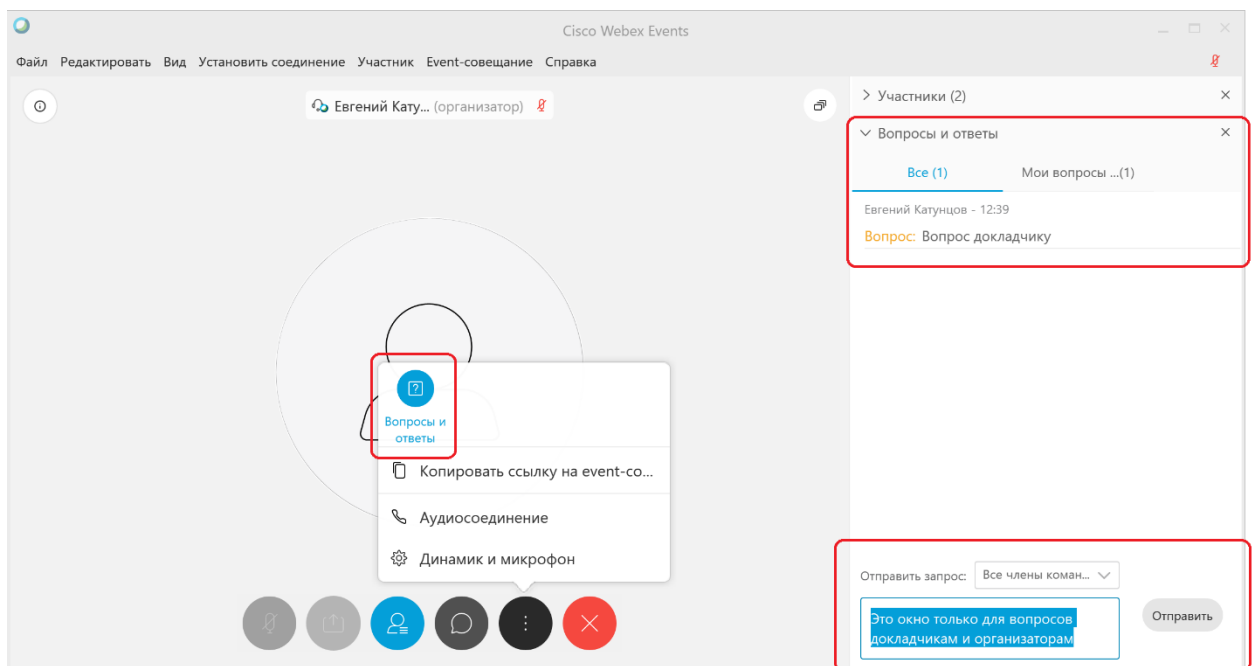

Figure 11 - The Q&A icon which opens a Question and Answer panel

4 THE PRESENTER ROLE AT THE EVENT

In order to speak at the meeting, you need to be assigned the role of the presenter. For this purpose, a member of the host team temporarily introduces the attendee to the team and gives him/her the right to share and present information. The current presenter of the meeting is marked with the presenter control symbol (Webex ball) as shown in Figure 12.
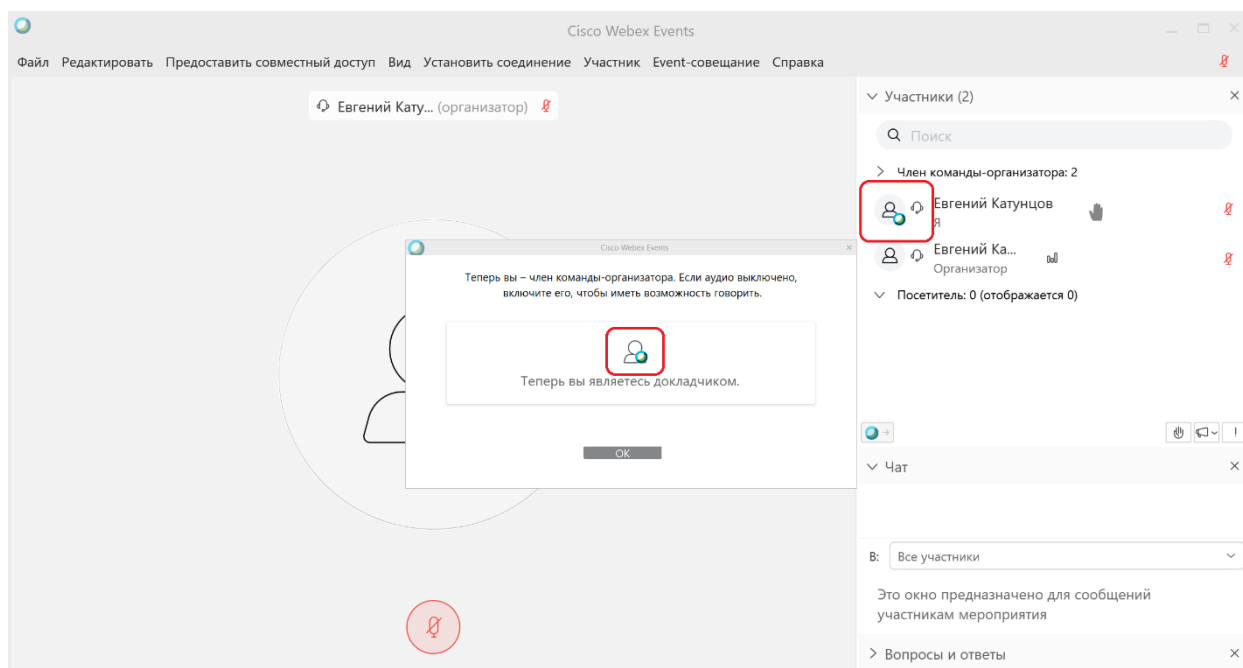

Figure 12 - Transferring the Webex ball

 The presenter is responsible for sharing and presenting information during the event.

The presenter can start his/her video at any time during the event. **Video is a great way to have the participants involved and keep their attention**.

To start a video during the event, select **Start my video**. In order to stop the video when you need privacy, select **Stop My Video**.

Webex Event Center provides various options of content sharing (Figure 13).
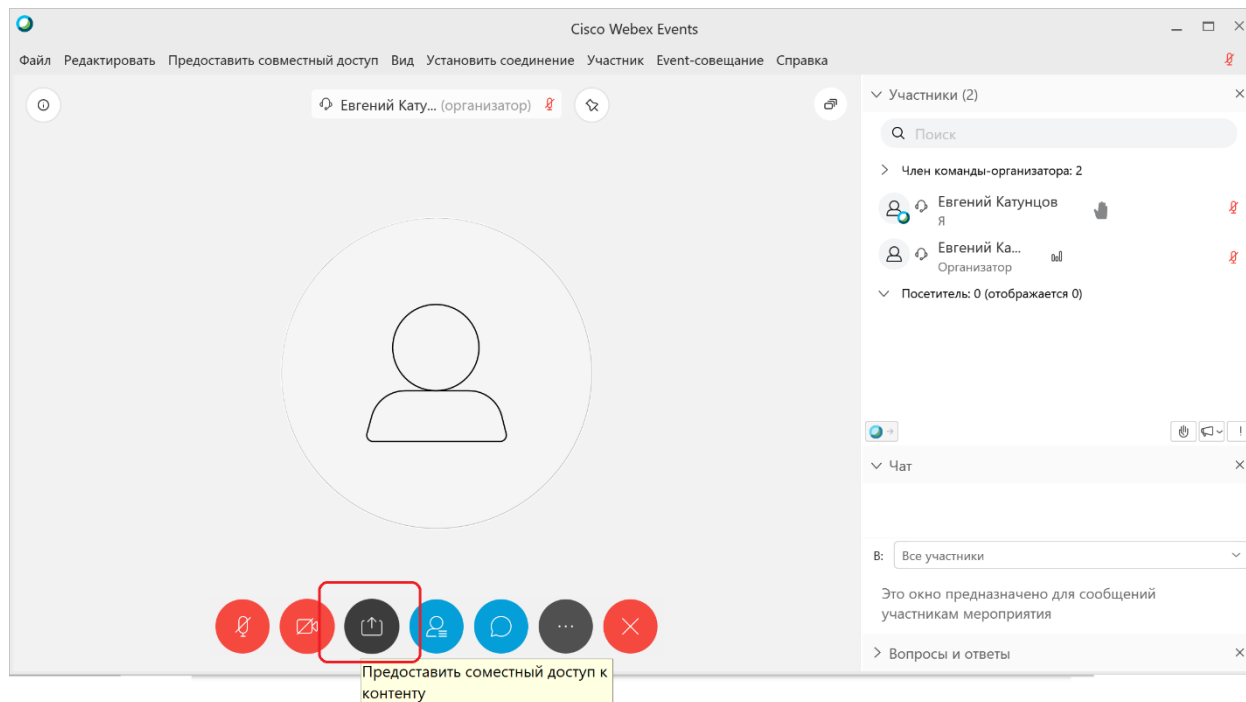
Figure 13 - Content sharing options

There are situations that can cause delays in the video and the audio (Figure 14): the large number of participants in the meeting or the limitations on animation and transitions support for Office 2016 users and more recent Office versions users who share Power Point slides.

Therefore, we recommend using presentations without animations and transitions or converting them to PDFs.
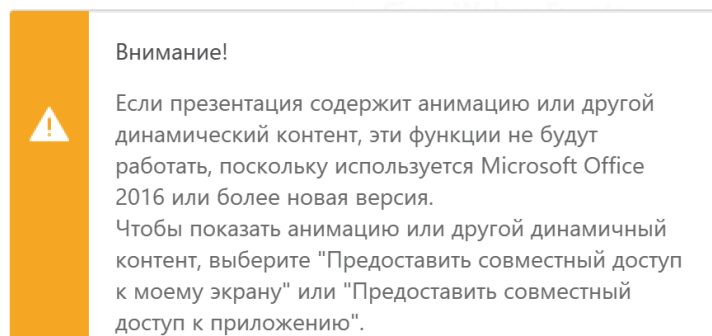
Figure 14 - File sharing limitations message

The easiest way to provide access to the presentation slides is to share an application or a presenter's desktop. The best way is to open the slides on the presenter's

computer before sharing them. Ways of sharing the content are shown in Figures 15 and 16. Options for sharing the desktop and the application are highlighted.
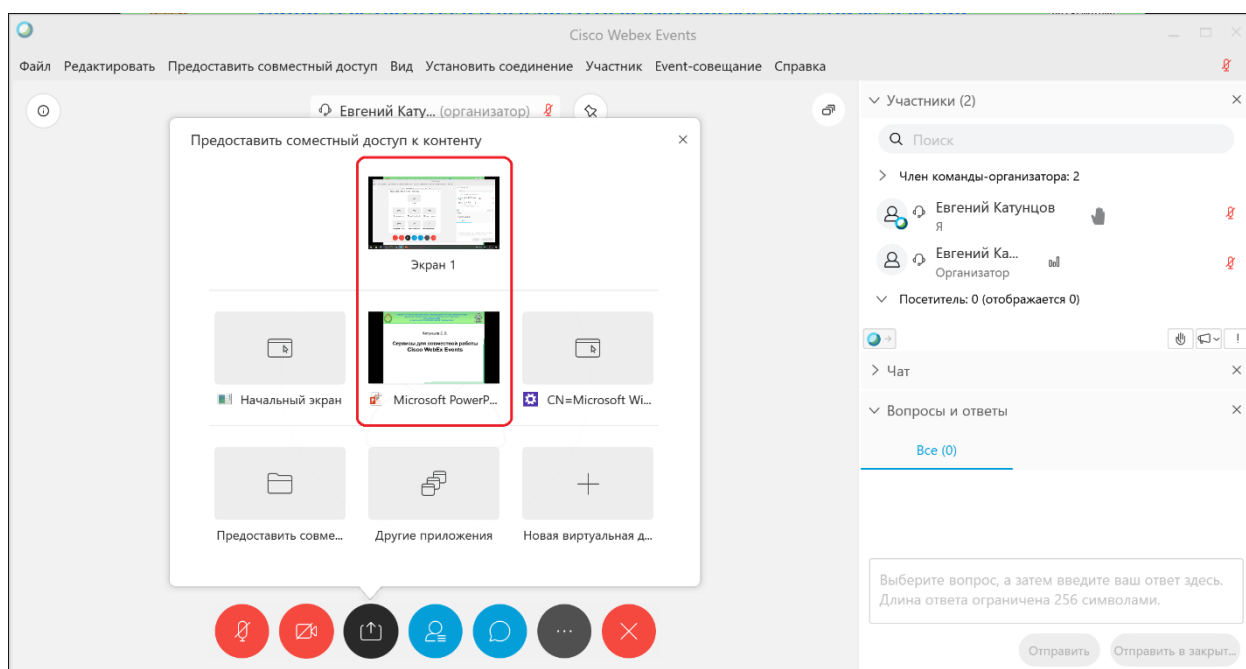

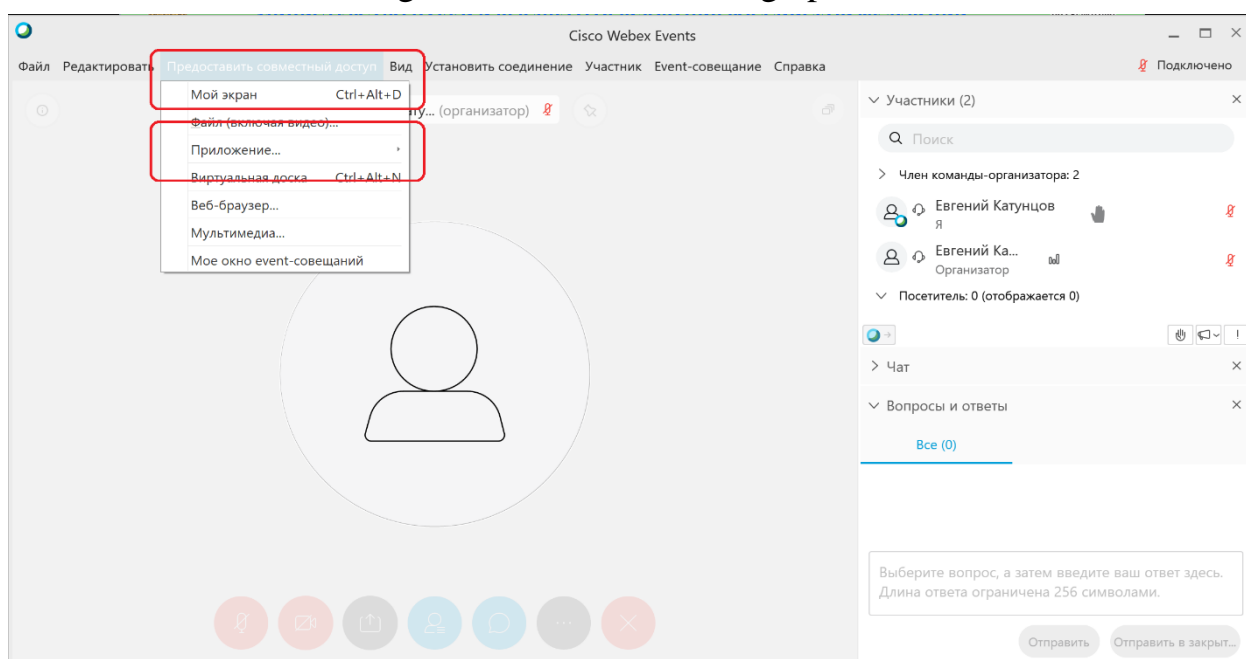Figure 15 - Content sharing options

Figure 16 - Content sharing options

When you are sharing the application, the minimized Webex Events Control Panel is at the top of the screen (Figure 17).
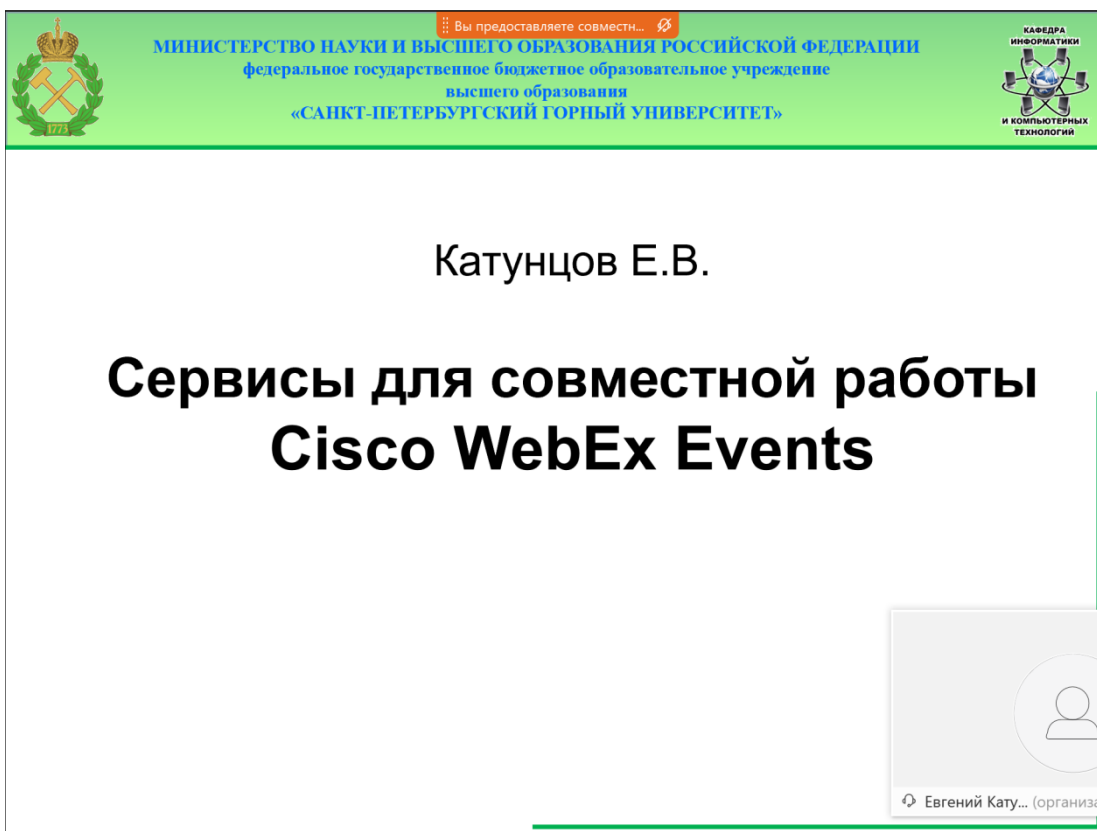
Figure 17 - Sharing the application

To display the event control panel, hover over the "You are sharing" message. If the presenter minimizes the window when sharing his/her application, others will see a blank screen. If the presenter minimizes the window when sharing his/her desktop, the participants will see the presenter's computer desktop.

When you are a presenter and you share an application, you may miss the questions during your presentation, since the default Q&A panel is not displayed.
Note that nobody can see the text of the unanswered questions in the Q&A panel, except the event host's team. Therefore, the member of the host's team who is helping the presenter or the presenter himself reads the question aloud for others.

To stop sharing the application, select Stop sharing on the title bar of the application that you need to stop sharing or on the event control panel (Figure 18).
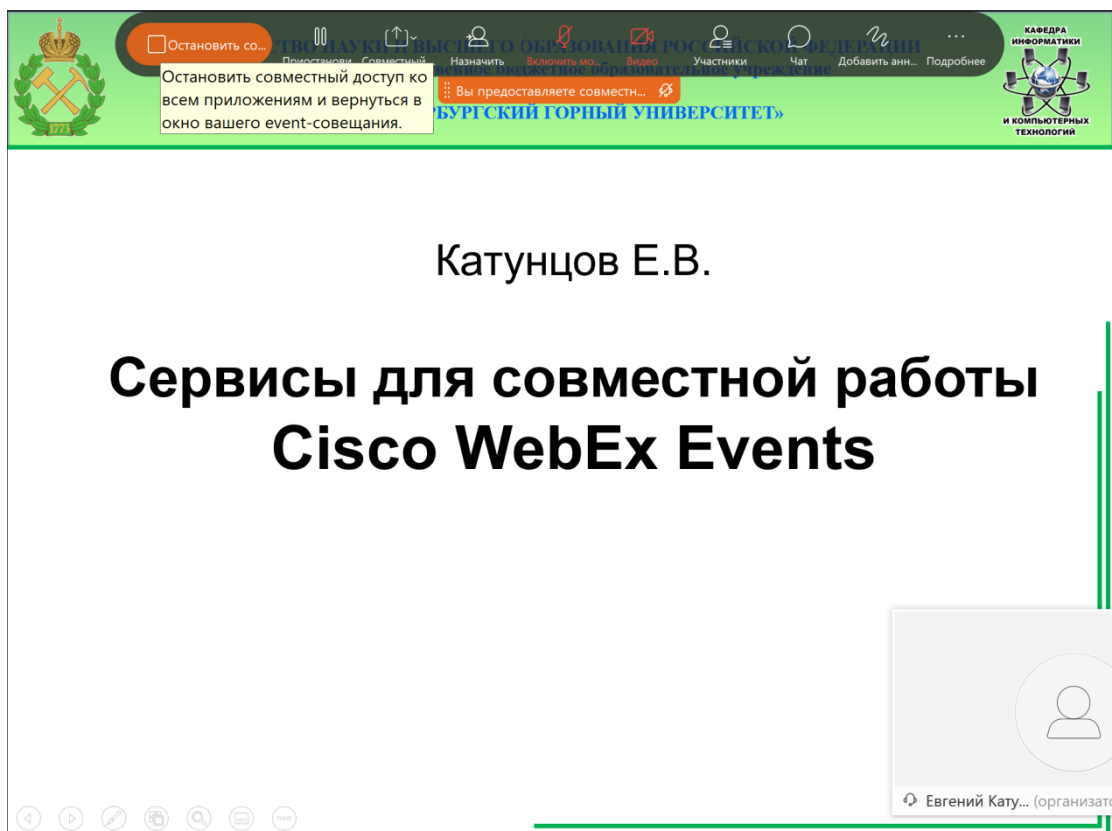
Figure 18 - Managing a meeting while sharing content
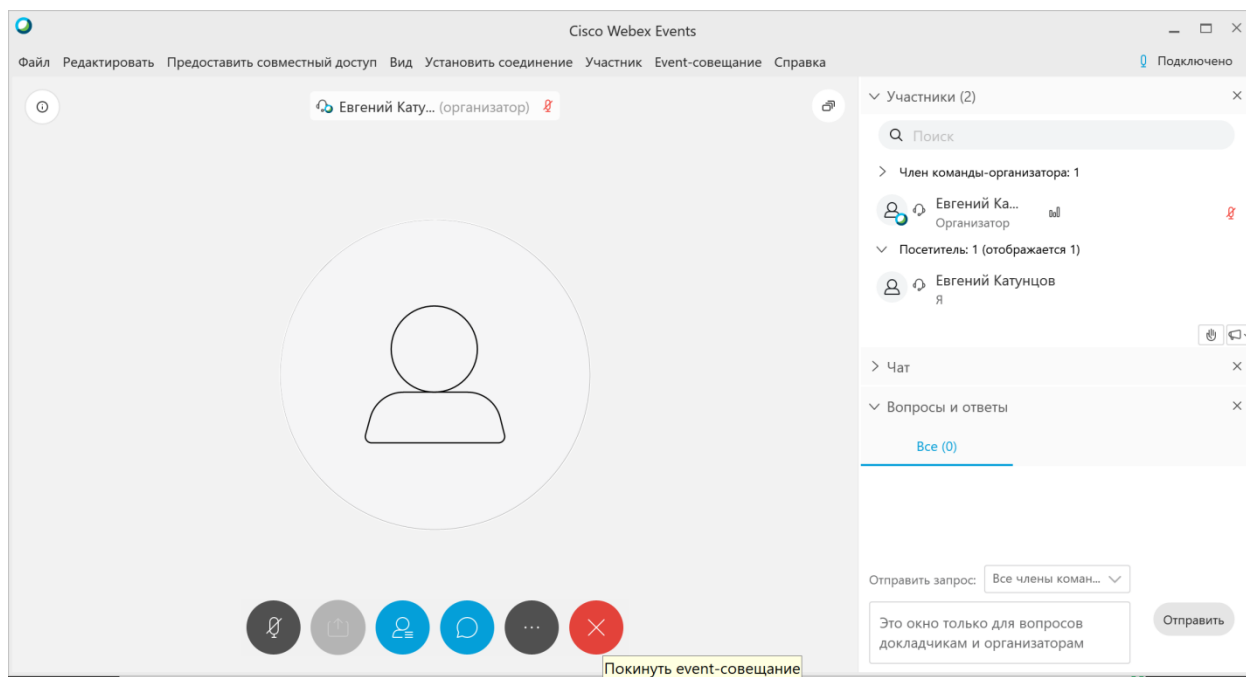
4 LEAVING A WEBEX EVENT

To leave an event, select Leave Event. (Figure 19).

Figure 19 - Leaving a Webex Event