



EUCG **2021** Spring Virtual Workshop

April 19-21, 2021





Attendee WebEx Training



WebEx Training

- Greetings and introductions
- Brief review of the training schedule
- Review of WebEx meetings links/calendar appointments & the Spring 2021 EUCG Virtual Workshop Itineraries
- Points of entry for a WebEx meeting
- Review of WebEx basics for attendees
 - Audio & Video
 - Chat function
 - Mute
 - Screen sharing
- Questions



WebEx Calendar Appointments

- WebEx calendar appointments/invites will be sent to all attendees for their committee sessions and General Session no later than Tuesday, April 6th.
- Please accept those appointments/invites – they will make entering a meeting faster and easier.
- All attendees will receive multiple appointments/invites:
 - One invite for General Session – Lindsay Stranzl (EUCG Staff)
 - Two to four committee session appointments/invites depending on your committee – Committee Chair/Champion
- The WebEx links for committee sessions will be good for the entire day of meetings – making entering and exiting sessions very easy.



Workshop Itineraries

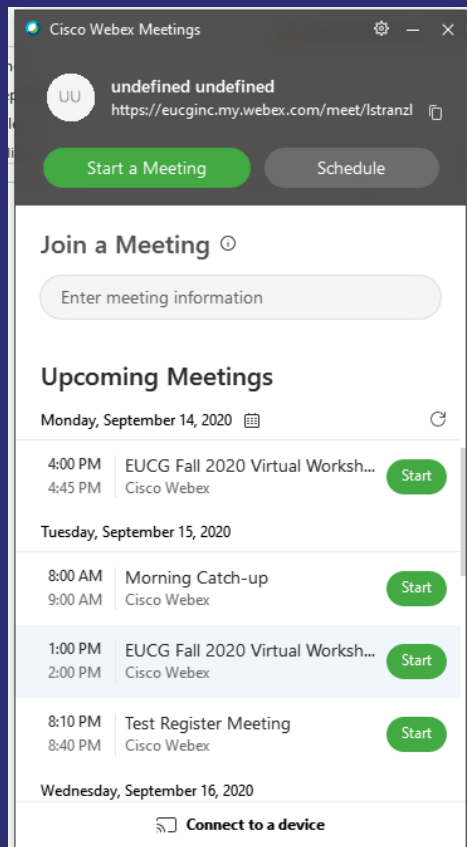
- All attendees will receive a customized itinerary the week prior to the workshop
- Each customized itinerary is a PDF that will include the following:
 - An introduction and welcome to the workshop
 - Information about the itinerary
 - Links to the entire workshop program, Anti-Trust Policy
 - WebEx Reminders
 - Contact information for EUCG Staff - Don Kaiser & Lindsay Stranzl on the days of the workshop
 - Committee information – Contact information for your Chairs, and Champions, a detailed committee schedule for the days of the workshop (taken right from the program)
 - General Session, Committee Sessions, **Open session meeting links**
 - Itinerary example
 - Please do not share your itinerary. It contains links/passwords for sessions that contain confidential information



WebEx Invites & Entering a WebEx Meeting

- WebEx Invites:
 - “Standard” WebEx invite/calendar appointment
 - Meeting link in an email/document
- Entering a WebEx Meeting
 - Directly through an email invite/your email calendar
 - If you have the WebEx desktop or tablet app, it should populate with anything sent to your email/calendar
 - WebEx meeting link in a document
 - WebEx desktop app
 - Enter the meeting number
 - Click on the link to open in your browser or:
 - WebEx.com
 - Enter the meeting number & the password

WebEx Invites & Entering a WebEx Meeting



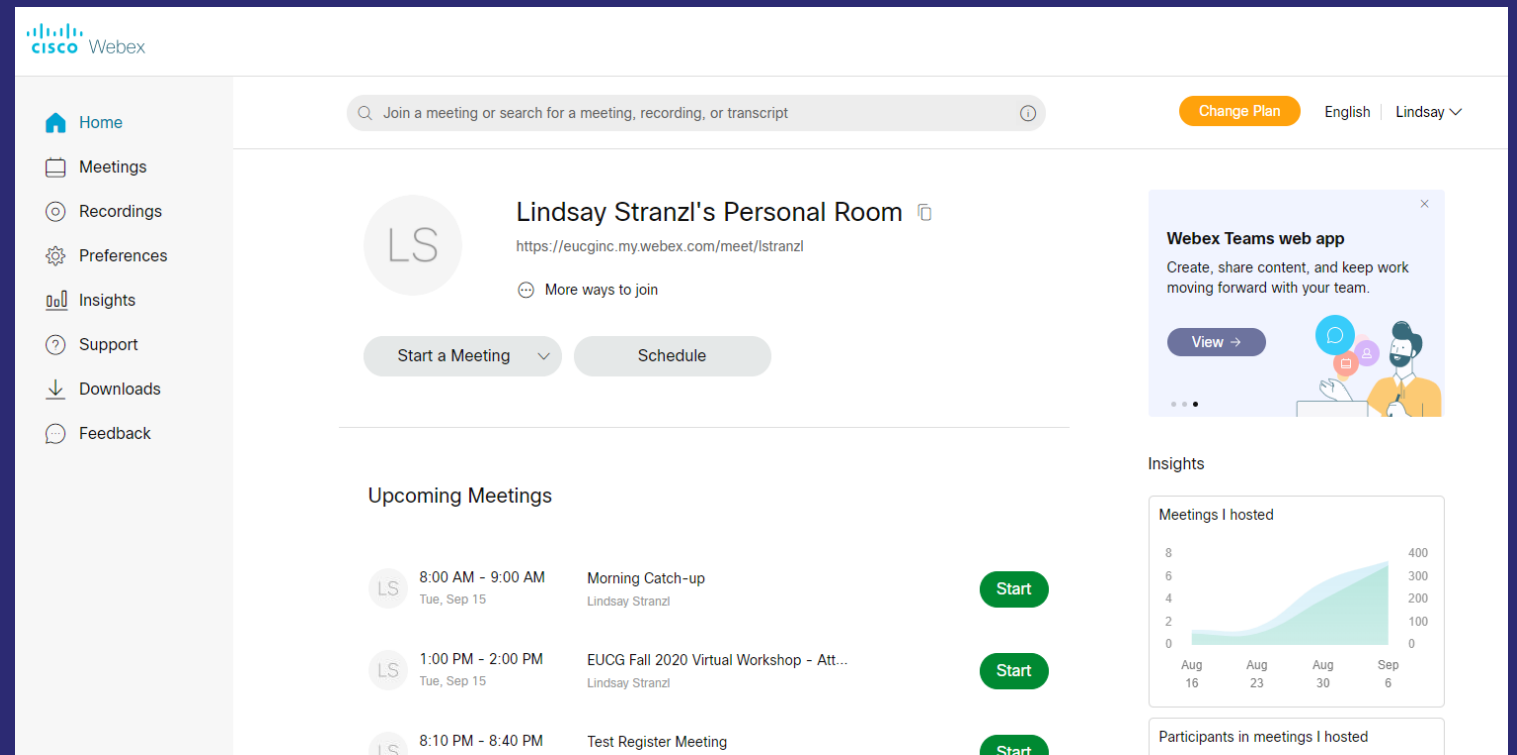
The image shows the Cisco Webex Meetings mobile app interface. At the top, there's a header with the Cisco Webex logo and a search bar. Below the header, there are two main buttons: "Start a Meeting" and "Schedule". Underneath these buttons, there's a section titled "Join a Meeting" with a sub-header "Enter meeting information". Below this, there's a section titled "Upcoming Meetings" with a sub-header "Monday, September 14, 2020". The upcoming meetings list includes:

- 4:00 PM - 4:45 PM: EUCG Fall 2020 Virtual Worksh... (Cisco Webex) [Start]
- 8:00 AM - 9:00 AM: Morning Catch-up (Cisco Webex) [Start]
- 1:00 PM - 2:00 PM: EUCG Fall 2020 Virtual Worksh... (Cisco Webex) [Start]
- 8:10 PM - 8:40 PM: Test Register Meeting (Cisco Webex) [Start]

Below the upcoming meetings list, there's a sub-header "Tuesday, September 15, 2020" and another upcoming meeting:

- 8:10 PM - 8:40 PM: Test Register Meeting (Cisco Webex) [Start]

At the bottom, there's a sub-header "Wednesday, September 16, 2020" and a button "Connect to a device".



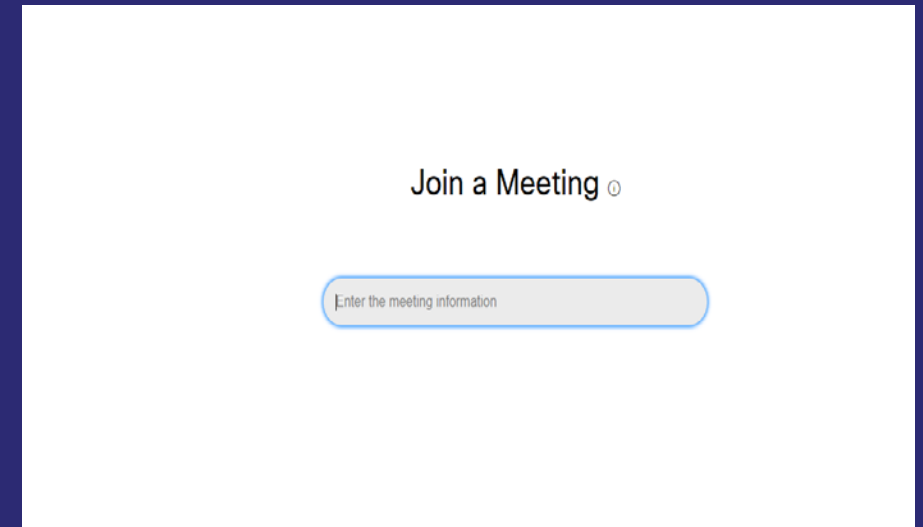
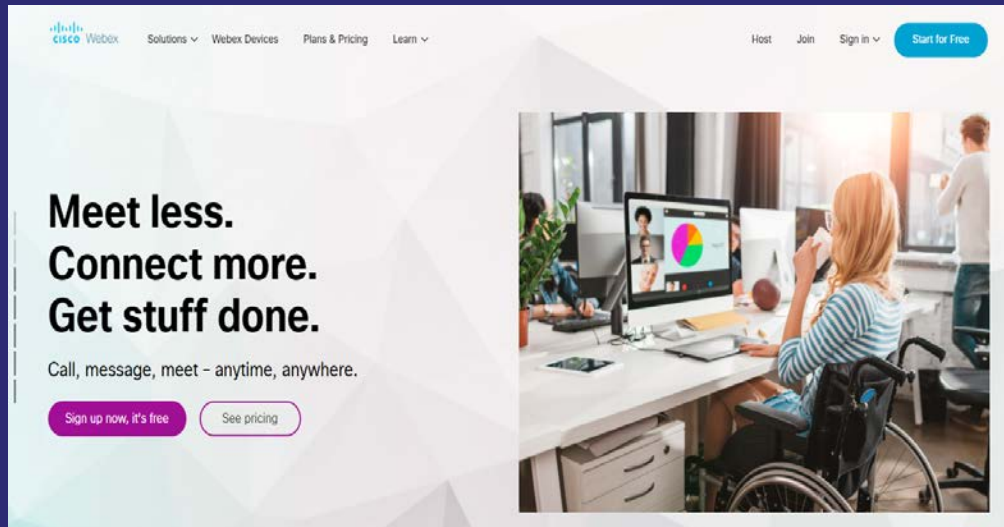
The image shows the Cisco Webex web interface. At the top, there's a header with the Cisco Webex logo and a search bar. Below the header, there's a sidebar with navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area displays "Lindsay Stranzl's Personal Room" with a sub-header "https://eucginc.my.webex.com/meet/lstranzl". Below this, there are two buttons: "Start a Meeting" and "Schedule". Underneath these buttons, there's a section titled "Upcoming Meetings" with a sub-header "Tuesday, Sep 15". The upcoming meetings list includes:

- 8:00 AM - 9:00 AM: Morning Catch-up (Lindsay Stranzl) [Start]
- 1:00 PM - 2:00 PM: EUCG Fall 2020 Virtual Workshop - Att... (Lindsay Stranzl) [Start]
- 8:10 PM - 8:40 PM: Test Register Meeting [Start]

On the right side of the interface, there's a section titled "Webex Teams web app" with a sub-header "Create, share content, and keep work moving forward with your team." and a button "View". Below this, there's a section titled "Insights" with a sub-header "Meetings I hosted". The insights section includes a line graph showing the number of meetings hosted over time, with data points for Aug 16, Aug 23, Aug 30, and Sep 6. The graph shows a steady increase in the number of meetings hosted, starting from around 100 in August and reaching around 300 in September.



WebEx Invites & Entering a WebEx Meeting





Basic WebEx Functions

- Audio & video set-up
- Muting
- Chat
- Screen Sharing



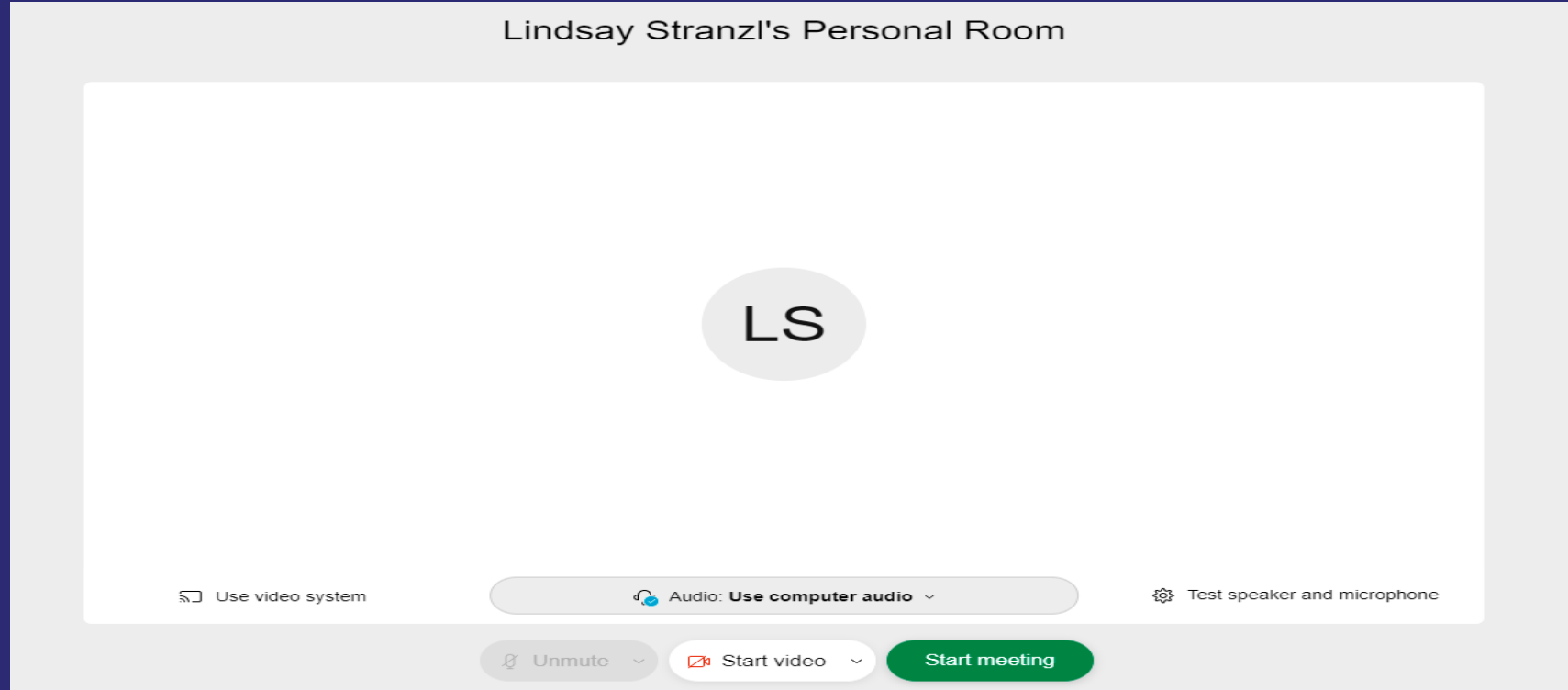
Basic WebEx Functions

- Audio & Video
 - Make sure to either adjust your audio and video settings in the days prior to the workshop, or make sure to join your first session with ten extra minutes to get yourself set up – WebEx prompts you for this the first time you login to a meeting. These settings will be saved internally for your next meeting.
 - WebEx, unlike some virtual meeting software, defaults to your base computer/laptop/tablet audio and video, so if you have external microphones or cameras, please remember that you'll need to go into the settings to select them.
 - If you are having audio issues on your computer, or just prefer to use your phone, WebEx can call you, or you can call into a meeting. You will be asked to provide a meeting number, and password.



Basic WebEx Functions

- Audio & Video





WebEx Tips and Reminders

- Always mute yourself when you are not speaking.
- Please familiarize yourself with whatever processes your committee has put into place for Q&A.
- Please do not record any of the sessions using WebEx or any other technology.
- Please take a few minutes to walk through a WebEx test meeting, or any tutorials prior to the workshop in order to make the sessions run as smoothly as possible. Additional WebEx information can be found on the workshop landing page.
- If you have any questions, please contact EUCG Staff - Don Kaiser, or Lindsay Stranzl.



Thank you for your attendance, and
your dedication and active
participation with EUCG.