The Webex Events platform is used for most of the larger DCVMN Meetings. (This platform is similar to the Webex Meeting platform but intended for broadcast presentations to large groups.)

1. Meeting code of conduct

- This depends on the size of the meeting, but the following default practices are suggested unless the meeting Chair or coordinator suggests something different.
  - The meeting Chair or coordinator will direct the audio inputs. Please remember that there may be a small delay, so overlaps in audio are not always instantly detectable.
  - When not speaking, mute the audio to limit background noise. Turn on only to speak. Turn off again once the discussion point is completed.
  - Keep video off to limit bandwidth usage unless otherwise advised by the meeting Chair.

2. Participant permissions

- Please note the following Webex roles: Host, Panellist(s), Presenter and Attendee(s).
- All Panellists have access to audio and video controls. Attendees are muted by default and do not have access to video.
- The Presenter role controls the shared content. The Presenter role is indicated by a blue and green ball adjacent to a name.
- The Event Host can adjust all permissions; Panellists who are Presenters can transfer Presenter permissions to or from themselves.
For smaller meetings, all participants may be invited as Panellists. For larger meetings or working groups, participants may be invited as Attendees.

3. Meeting invitations

- While pre-registration and pre-approval is required for Webinar Events, it is not normally required for meetings held using the platform.
- Ahead of the meeting, prospective participants will be sent an invitation with the Event link and a Password. (Panellist and/or Attendee link and password: use the correct link-password combination.) This could be via an Outlook meeting request and/or via a Webex invitation with attached iCal file.
- The iCal file should auto-populate invitee calendars, but please ensure that you click the “Accept” option to save the meeting slot, event link and password details to your calendar.

4. Joining the event

- The event must be opened before anyone can join it. Meetings in the Events platform are normally opened 15 minutes ahead of start time.
- Click on the meeting link, then add the requested details (name and meeting Password, usually) and click Join.
- If Webex Events (not the same as Webex Meetings) has not been used from the computer before, a prompt will appear to install a small Webex app. This is safe to install and may take around one minute.
- The event page will open.
- If an error message results, please re-try and check input carefully for typing errors. If you have access to both Panellist and Attendee details, try to join using the one not yet attempted. The Event Host can adjust permissions appropriately.
5. Joining the event (alternative pathway)

- NOTE: If you are provided with the Event Number, it is also possible to join an event from the dcvmn.webex.com page directly.

- However, please note that we do not have Host Account functionality, so “Request Host Account” will result only in an email to you that your request has been sent. This is not related to any specific Event.
6. Communication during the event

- Panellists can control their own video and audio by using the icons at the bottom of the presentation window (option 1).

- Panellists can also control their own video and audio by using the icons in the Panellist box (option 2).

- The **Chat box** should be open on the right hand part of your window. This is available to all attendees. If not, look for the **speech bubble icon** at the bottom of the presentation window, and click to open the chat box.

- Note that you can direct your **Chats** to everyone, or to specific people.
- The Q&A box (bottom right of page) is not available for Panellists, but would be available to Attendees where participants are invited as Attendees.
- The Raise Hand option is also not available for Panellists, but available to Attendees.
- For Attendees to indicate to the Host that they wish to comment, the Raise Hand button should be pressed.

This will place a small hand icon next to your name, which the Host and all panellists can see. You will be added to a queue. The Host can then “unmute” the Attendee so that they can speak to all meeting participants.
• Video camera feed is restricted to Panellists only (Host and Presenters). In practice, however, use of video is limited for everyone on large events to preserve bandwidth.
• To share content, first obtain the agreement of the meeting Chair. The Host will then transfer the Presenter role and control (indicated by a blue and green ball) to the Sharer.

![Panelist: 1]

DCVMN International
Host, me

• When sharing content (using **My Screen**), ensure that any confidential files are not visible on your desktop before sharing.
• At the top left of the screen, select **Share**, then share either **MyScreen**, **File**, **Application** (e.g. Word or Powerpoint) or **Web Browser**.

![Share options]

• Sharing via **My Screen** is best for automations / video.
• To remove the icons from the bottom of the presentation screen, press and hold Ctrl-Alt-Shift-H keys on the keyboard.

7. **Troubleshooting: audio issues**

• The **Communicate** tab at the top left of the screen allows you to test your **Speaker** and your **Microphone**.
- If you cannot hear, ensure that your **Speaker** is not turned off. Often this will show as an icon on the bottom right of your screen.

- The “X” indicates that your **Speaker** is turned off. Click on it to turn it on.
- If that is active and you still cannot hear, go to Windows and search for the Sound (Output) settings (bottom left).
If applicable for the meeting, the **Microphone** settings can be adjusted at Windows \ Settings \ Privacy \ Microphone.
If you have a lot of audio feedback, this could be due to multiple microphones (e.g. separate microphones on computer and camera, or two different computers in the same room). Alternatively, it could be temporary – turn off your microphone and wait a minute or two before turning on again. If the interference persists, it may be worth disconnecting (X) and rejoining.

For comments or queries, please email Maureen Dennehy: m.dennehy@dcvmn.net.