

Instructions for Webex – Attendees

Attendee Guidelines

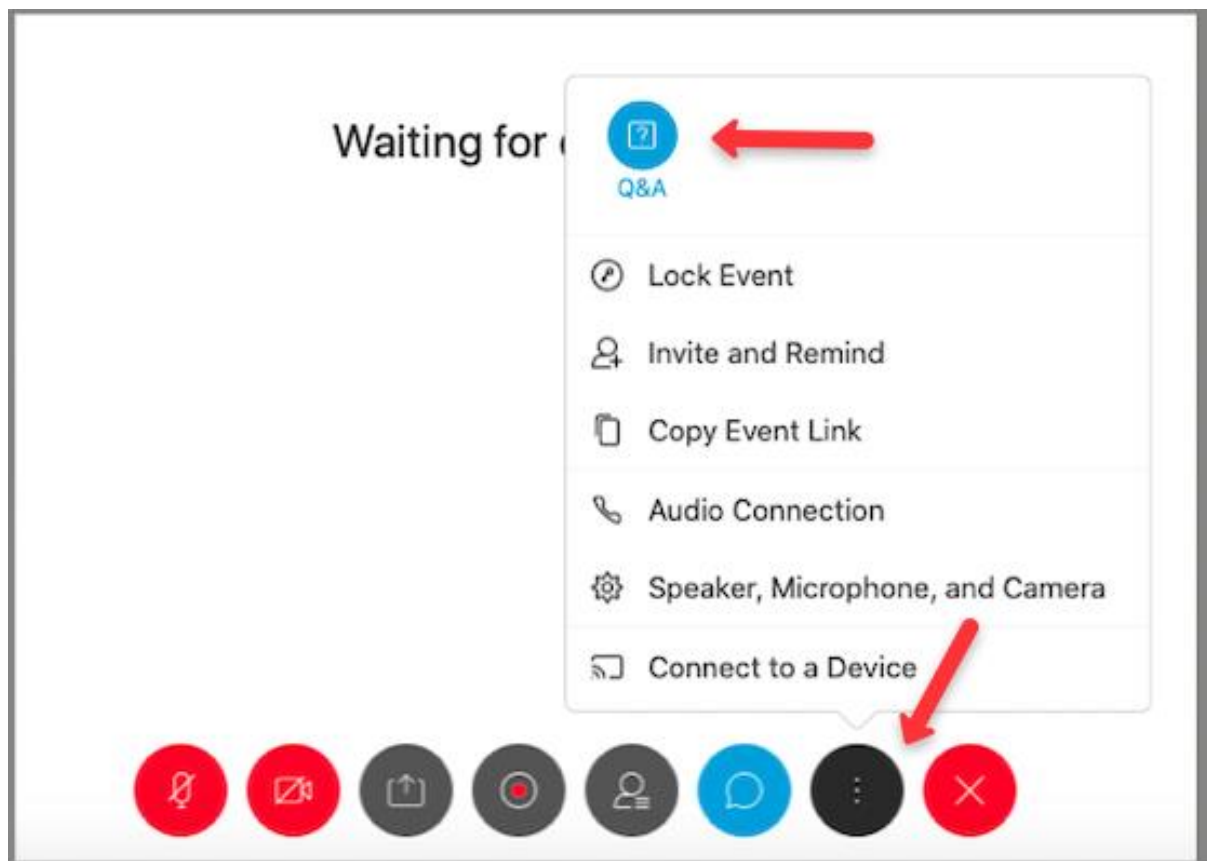
Thank you for attending ACHS 2020 FUTURES. This short guide will go through some of the more technical aspects of attending the conference via the Webex Events conferencing platform and will hopefully ensure your conference experience goes smoothly.

If you have not already done so, please download the Ex Ordo WebEx app here – <https://exordo.webex.com/ec3300/eventcenter/support/eventManager.do?siteurl=exordo>

As an attendee, you will enter the sessions muted and without video. It is at the discretion of the Chair and Host as to whether you will be unmuted.

Asking Questions

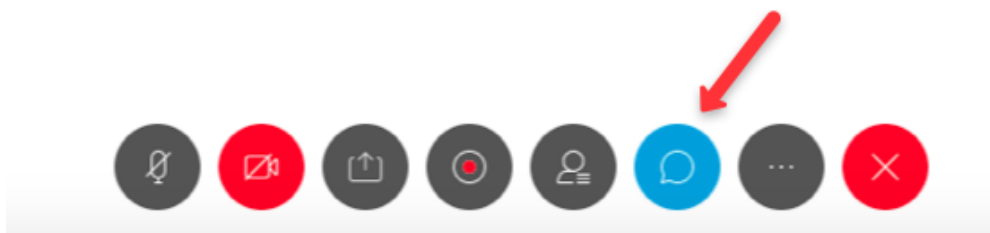
Questions are posed in writing in the Q&A panel. To open the Q&A panel, you need to click on the ellipses button in the panel at the bottom of the screen and click on Q&A. Please ensure you write who the question is for, especially if it is a direct question, to ensure it has the chance to be asked to the right person.



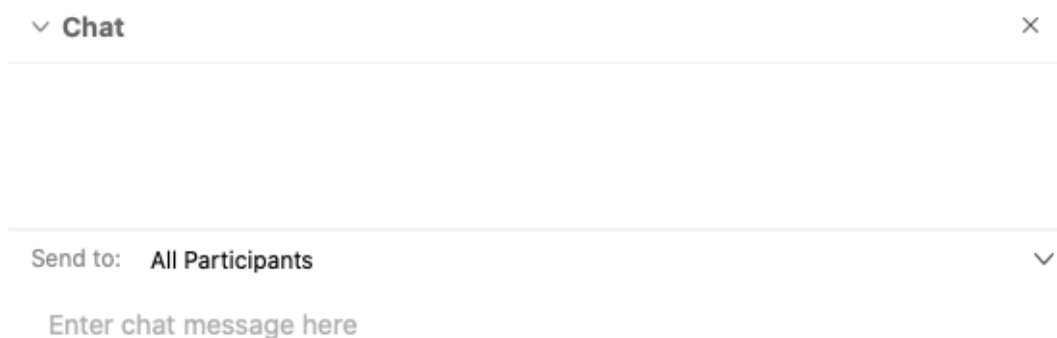
Chat Panel

The chat panel is a place for you to directly message the host or panellists. **Please DO NOT use this to ask questions** as they will not be given to the panellists. Please also use to directly contact the Host if you have any technical difficulties

To Access the Chat panel, click on the chat icon in the panel at the bottom of your screen:



From here, you will be able to view and respond to all the chats you receive during the event:



Viewing options

You can configure the video layout using the controls in the top right-hand corner:

- Grid View: This will show all speakers on screen at the same time.
- Active Speaker View: This will show one speaker at a time.

Floating Panel: This will allow you to go full screen with the video.