

Instructions for Webex – Panellists

This is a short guide to some of the more technical aspects of attending the conference via Webex 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>

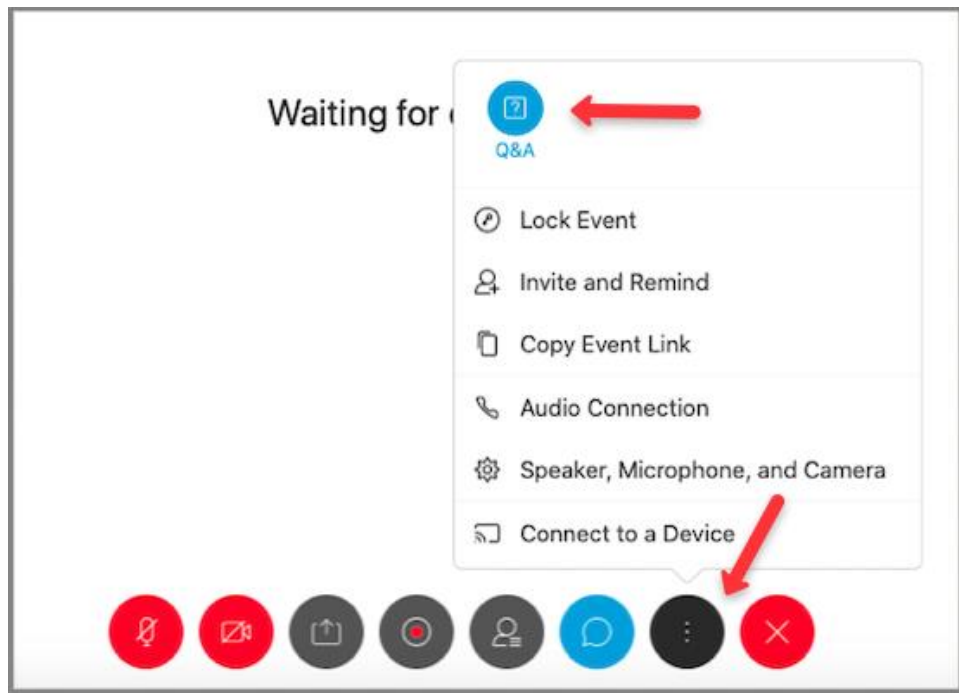
Preparation for going live

Please ensure you arrive to your Session 15min early. You will enter the session as an attendee meaning your microphone will be muted and you will not be able to share your video. Your Stage Manager will promote you to panellist which will enable you to unmute yourself and share your video. On arrival all of the panellists and the Chair of the session will be taken into a Practice room where the Stage Manager will show you the various functions of WebEx. If you are presenting live, the Stage Manager will show you how to share your screen. The Stage Manager will close the practice room and you will return to the main stage. You may need to unmute yourself when you re-enter the main stage.

Q&A

This is where the attendees will be posting questions for you. The Chair will monitor incoming questions and, depending what was agreed in the practice session, will pose these orally to you for you to respond. As a panellist, you are unable to ask questions using the Q&A function, but the Chair should provide the opportunity for you to ask your own questions orally during the question time.

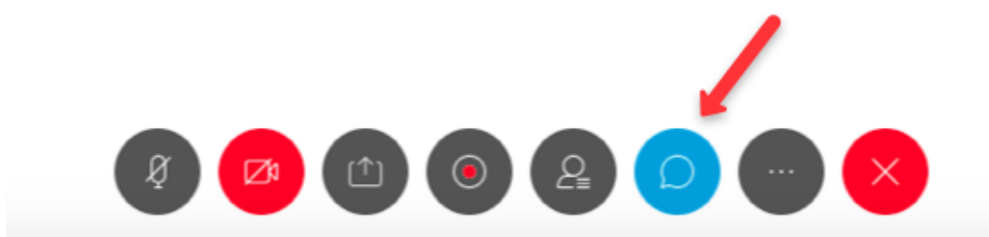
To open the Q&A panel, you need to click on the ellipses button in the panel at the bottom of the screen and click on Q&A. You will be able to see all questions from attendees in the Q&A panel.



Use of Chat

You may use the chat function as a means of contacting the other panellists or the Stage Manager/Host if you come across any technical issues, an emergency pops up, or if something in the background badly disrupts your sound and capability to speak.

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:

Chat ×

Send to: All Participants ▼

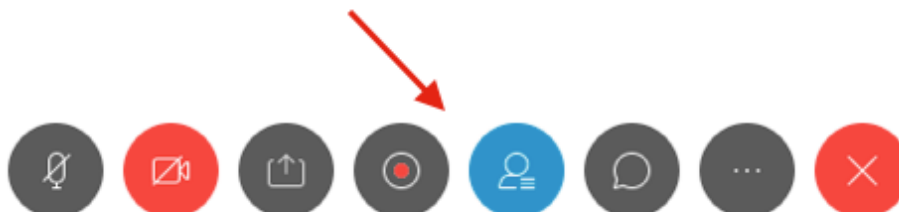
Enter chat message here

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.

You can also view all attendees by clicking on the Participants button.



Speaker reminder

As you will be speaking, please remember

- Please wear headphones when speaking to prevent feedback / echo.
- Remember to mute yourself when not actively speaking.