27 October 2020

GUIDE TO PARTICIPATING IN
DEFTECH ONLINE EVENTS

Participants / Attendees

Participants / Attendees

Welcome to this [Deftech-Day](#)!
Here are a few advices to get the best online experience out of that event.

- To have the best, fluid experience, avoid using high bandwidth services during the duration of the event.

- If you have any **question** or you want to intervene, please **write in the Q&A session** in order to be able to queue the questions.
  Be as brief as possible to allow other people to intervene.

  - Wait until the moderator gives you the floor.
  - Your status will change and you'll be able to switch on your microphone and camera.

- If you want to make a **comment**:

  - Use the **chat function**, we will monitor it.
  - Check **to whom** you are sending the message (to everyone or to somebody specific)

- Please introduce yourself in the chat-box (country/institution, name) in case your name is not visible.
  Please inform through the chat-box of any issues that you experience during the meeting.

- Enjoy the conference!

Following are some guidelines on how to install and use the CISCO [Webex Event](#) System that will be used for manage and deliver this online event.

Register for the event

Make sure you register yourself for the event – https://deftech.ch/register - and you received a message from messenger@webex.com with the appropriate credentials.

Have your tech ready

Ensure that you are using a modern web browser (**Microsoft Edge**, **Google Chrome** or **Mozilla Firefox**), and that you have a strong and stable connection.

A personal computer should be used to be able to use all the interactive features, but the conference can also be watched on a mobile device.

Use headphones to listen to the sessions and test your audio before joining.

To be able to use the networking aspect, make sure your microphone and webcam is also enabled (you can use tools like https://www.onlinemictest.com/ to make sure your devices are working correctly).

Connecting to the virtual event system

The Deftech online events will be organised via the WebEx system. If you have not used WebEx recently, please visit the WebEx Testing Meeting Room - https://www.webex.com/test-meeting.html page. You should be able to install WebEx extension without administrator rights.

If the WebEx application is not already installed in your device you may be offered to run a temporary application from your browser (follow the instructions on the screen), or install the full desktop application (best option but may require administrative rights). Make sure your camera and audio equipment work and that you are in a quiet and secluded room, with stable internet connection.

For optimal meeting experience, use a tablet with the WebEx app, a laptop (usually they have integrated audio and video), or a computer with a webcam and speakers. Using a tablet will offer you a very good meeting experience and it is very easy to use.

Technical instructions

The event will be open 15 minutes before the conference/meeting is due to start, to gain access please click the link in the WebEx email invitation that you will receive 24 hours before the event is due to start. To gain access you will have 4 options:

A. **Joining from a computer**
B. **Joining using a smartphone or tablet**
C. **Joining by phone**
D. **Joining videoconferencing system**

A. Joining from a computer (most commonly used method)

Test your system by connecting at any time to the automated [Webex Testing Meeting Room](#) - https://www.webex.com/test-meeting.html page. If you have issues, please contact the meeting organiser.

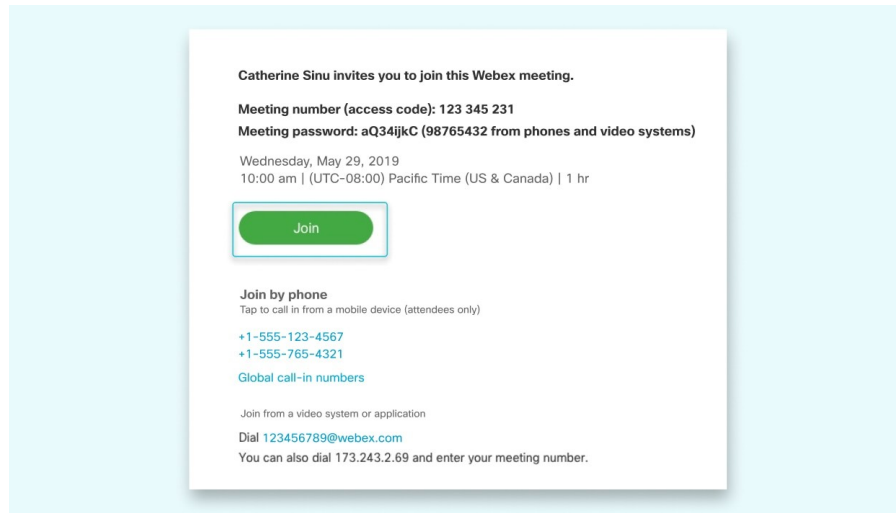Around 15 minutes before the scheduled time, open your email invitation, and click **Join**.

Figure 1. WebEx meeting invitation

If this is the first time you are joining a WebEx meeting/Event, WebEx automatically downloads the application. Click the installer file to install the application as illustrated in figure 2. If you cannot install it (IT restrictions), you have the possibility to access the event simply via the browser.
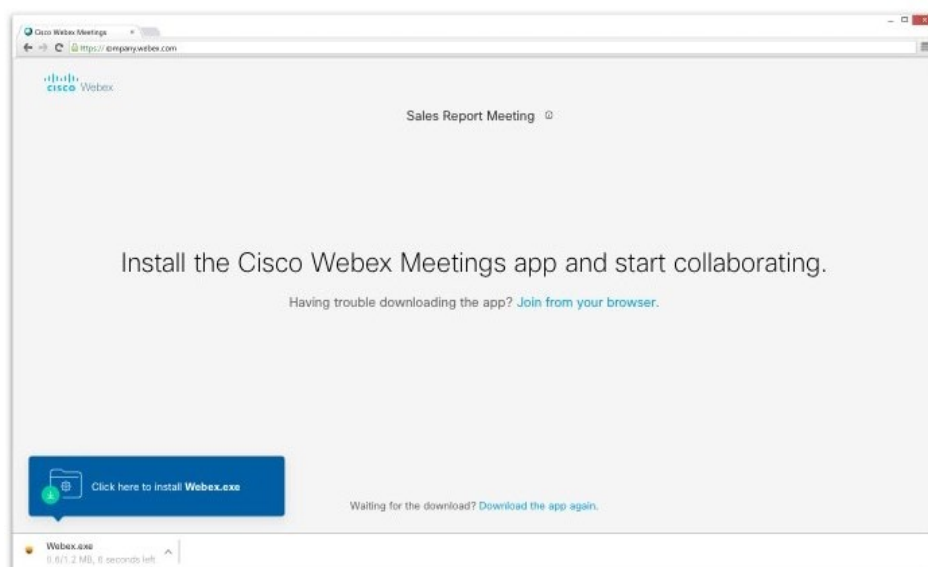

Figure 2. WebEx application installation

Enter your name and email address and click **Next**.

If you are asked for a meeting code and password, enter the meeting code and password **(that you can find in your email invitation as illustrated in figure 3)** and click **Next**.
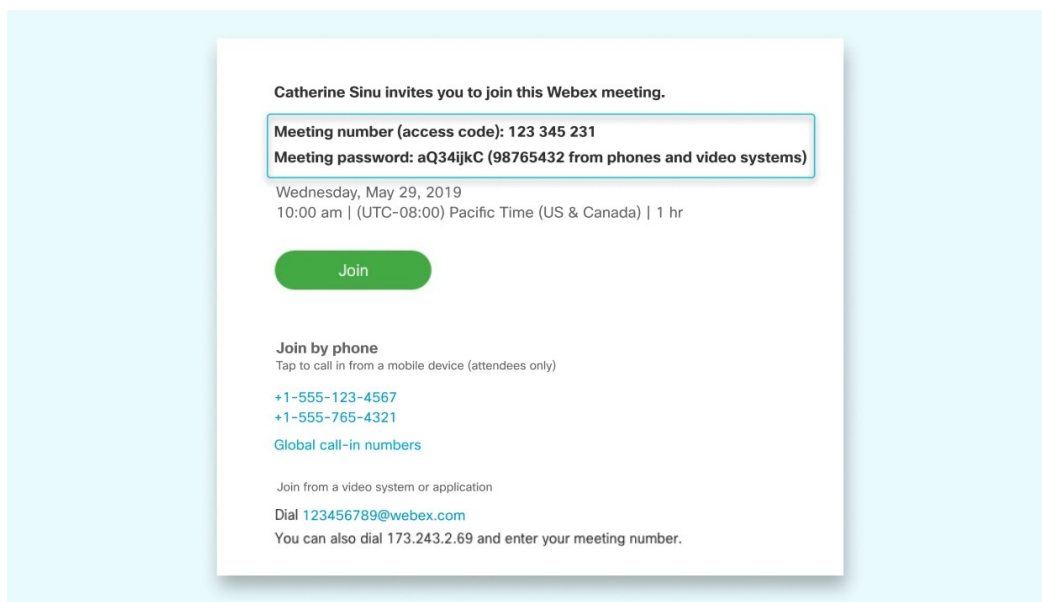

Figure 3. WebEx meeting code and password

Then, you can choose how you want to hear the event as illustrated in figure 4.
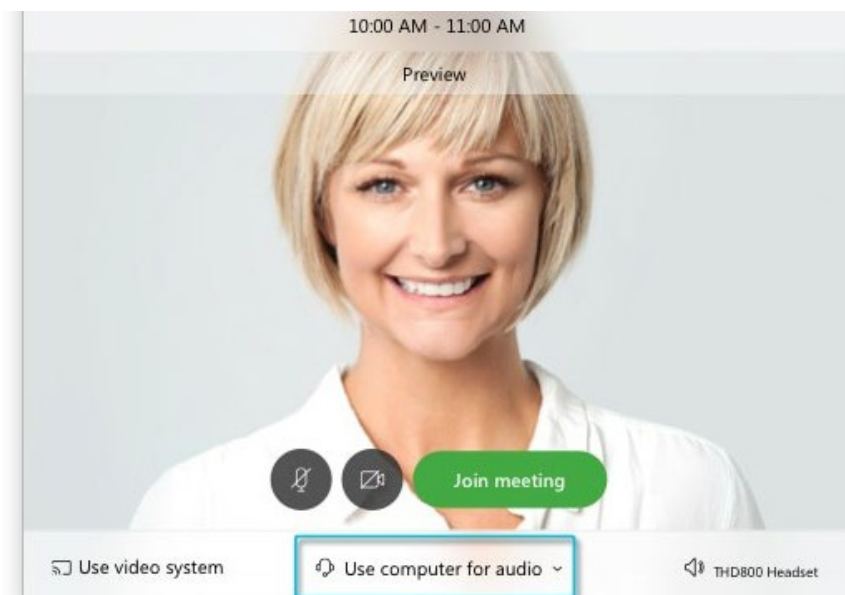

Figure 4. WebEx audio preference

By default, your microphone and camera are turned off. The video and microphone buttons are both red.

To join with your video on, click **Start video**

To join with your microphone on, click **Unmute**

To connect to a compatible video device, click **Use video system**. Finally, click on

Join Meeting or Joint Event to enter the Deftech WebEx Event !

B. Joining using a smartphone or tablet (highly recommended)

Download the WebEx app from your application store (free app for Apple iPhones and iPads or for Android devices).

Open the application. You don' need to sign in, just select **Join Meeting** and enter the meeting number **(that you can find in your email invitation)** and your name & email.

C. Joining by phone (audio only, not recommended)

Dial the call-in number for your country. You will find it under **Global call-in numbers** in your WebEx meeting invitation as illustrated in figure 5.
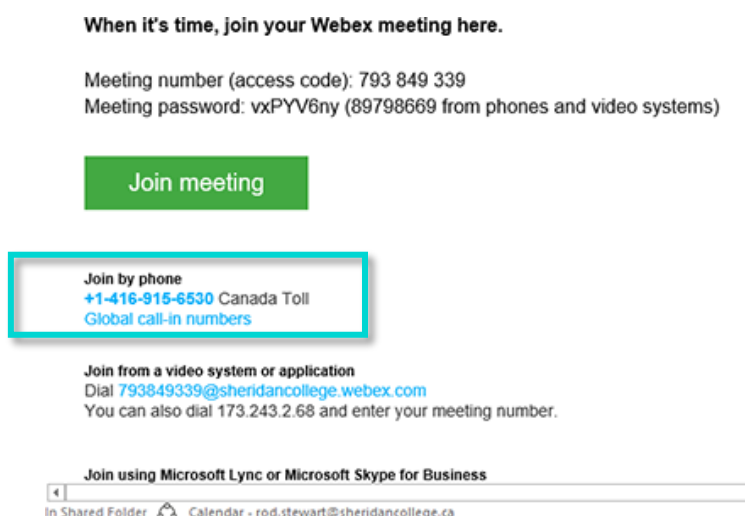
When it's time, join your Webex meeting here.

Meeting number (access code): 793 849 339
Meeting password: vxPYV6ny (89798669 from phones and video systems)

Join meeting

Join by phone
+1-416-915-6530 Canada Toll
Global call-in numbers

Join from a video system or application
Dial 793849339@sheridancollege.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

In Shared Folder   Calendar - rod.stewart@sheridancollege.ca

Figure 5. WebEx global call-in numbers

When prompted, enter the Meeting Number **(that you can find in your email invitation)** and press the **#** key twice.

D. Joining using a videoconferencing system

This solution may require the support of your IT team.

Simply dial **the code** in your WebEx meeting invitation as illustrated in figure 6 from your videoconferencing device.

When it's time, join your Webex meeting here.

Meeting number (access code): 793 849 339
Meeting password: vxPYV6ny (89798669 from phones and video systems)

Join meeting

Join by phone
+1-416-915-6530 Canada Toll
Global call-in numbers

Join from a video system or application
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In Shared Folder   Calendar - rod.stewart@sheridancollege.ca

Figure 6. WebEx videoconferencing code

Useful tips

Asking for the floor

Should you wish to take the floor, please use the **raise hand** feature. If not possible, ask in the chat function. If still not possible, send an email to the meeting organiser.

Kindly remember to lower the hand after your intervention. If you want to mute your camera when not speaking, please consider using it and to show yourself to all participants at least when you have the floor.

Chat function

If you would like to send a message to everyone, make sure to select **All Participants** in the dropdown menu of your chat.

When you wish to contact the meeting Chair specifically and privately, please select **Host** in the dropdown menu of your chat.

Q&A function

If you want to ask a question or take the floor to interact with the panelists, please write in this section.

Presentations & documents

Documents and presentations will be shared via WebEx on your screen or provided via links in the chat.

Recording

The meeting may be recorded for minute taking purposes and internal discussions. In this case the participants will be informed in advance.

Mute your microphone

Muting your microphone is a good way to prevent unwanted sound from your environment disturbing the meeting. Click or tap your microphone icon to mute. Normally, joining as attendee, your microphone is kept on mute, except if the floor is given to you for a question or a comment.

▦ Change the video layout

When content is not being shared, you can switch between different video views as illustrated in figure 7. For more details visit this page.
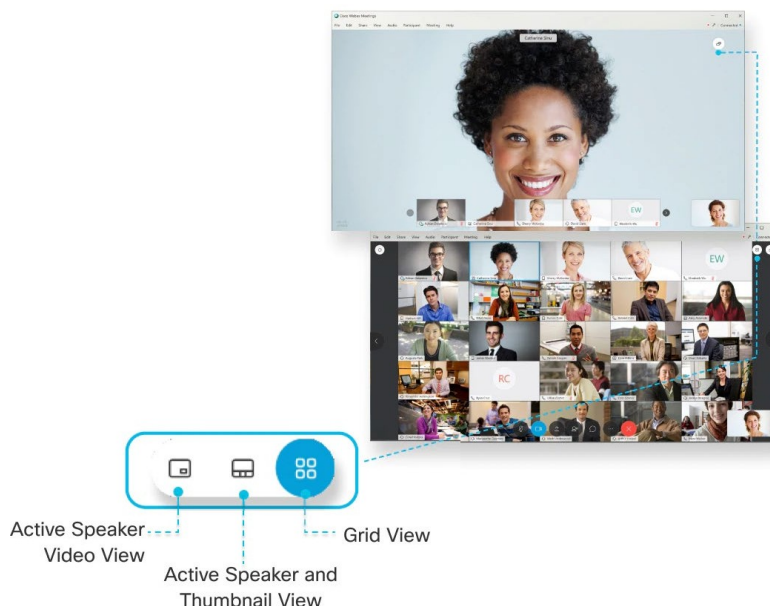

Figure 7. WebEx video layout

⚠ Security recommendations

To ensure a secure event, please apply the following recommendations:

1. Any participant is responsible for using an appropriate device (tablet, workstation, laptop, etc…) with a patched OS and WebEX application, in order to keep a minimum level of security;
2. The level of classification of both the meeting discussions and presented material cannot go beyond unclassified;
3. The Deftech days are free of charge, but registration is **mandatory**;
4. Any participant should identify and introduce herself properly when requested by the meeting organizer. The organiser should keep the right to reject and remove uninvited or unidentified people from the meeting
5. Any participant to the event is responsible for anyone or any object or surrounding that is shown through his camera. This is particularly important in case of inappropriate content shown.

🔧 Technical support

Should you have any technical issue before joining or during the meeting, please contact our IT Support at +**41 58 467 09 94** or at **deftech@armasuisse.ch**.

For more useful details on WebEx meetings, you can visit this link:
https://help.webex.com/ld- nyw95a4-CiscoWebexMeetings/Webex-Meetings