UAS Conference 2020

University
Alliance for
Sustainability

Dear participants,

We are pleased that you will be participating in our digital UAS Conference – Workshop Series 2020. This short tutorial will give you an insight into how to use Webex for the workshop live sessions. You will receive a participation link from us by email.

Please make sure that you have registered on our website to receive all information about the event and the access codes.

Instructions for Participants: Webex Live Sessions

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Rules of Conduct

- Identify yourself (please use your full name).
- Mute your microphone when you are not speaking.
- Turn your webcam on (it's more engaging).
- Use the chat function to ask a content question or to connect with your fellow attendees.
- Raise your hand if you have technical difficulties.

- Make sure no one in your location is using a lot of bandwidth.
- Use *Gallery View* when socializing.
- Use *Speaker View* all other times.
- The session moderator will inform you whether questions will be fielded in the Chat box or by raising your hand on video or by using the "raise hand" button found in the participant pop-out sidebar.

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Some General Tips

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Session Format

- The workshops are held in 120-minutes live sessions, each including different speakers and room for discussion.
- The presentation format will be as follows: 10 minutes presentations + 5-10 minutes joint discussion of each session's presentations.
- All sessions will be held via live-streaming.
- We will not record the live-sessions.

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What You Need to Get Started

o A high-speed internet connection to your computer (preferably connected via cable instead of WIFI).
o An external webcam or built-in camera on your computer.
o A built-in microphone on your computer or for better sound quality an external microphone or a headset.

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Using WebEx

o You will receive a meeting invitation for the workshop live session via email.
o You do not need to install Webex, just click on the link and the Webex session will open in your browser.
o Please make sure to use an up-to-date version of Firefox or Chrome.
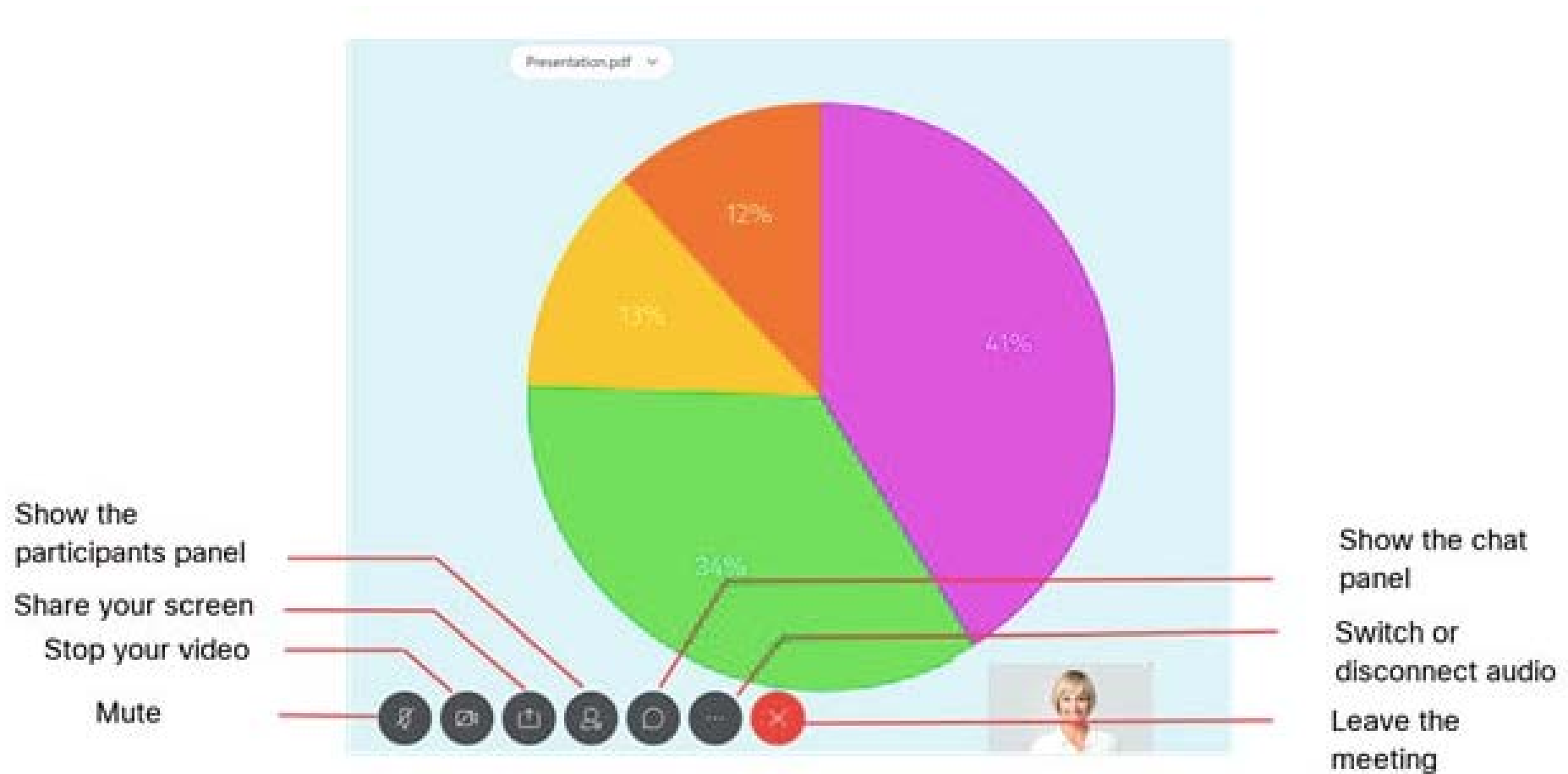
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Further information

o Don't have a microphone? Join the meeting with a phone using the teleconference number given meeting invitation.
o Join a Webex Meeting from the Web App: https://help.webex.com/de-de/9eed9t/Get-Started-Joining-a-Meeting-Event-or-Training-Session-with-the-Webex-Web-App

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Technical Support

o If you are having any technical difficulties, please write to uas@fu-berlin.de.
o During the sessions, you can also use the chat function to get in touch with tech support.

Controls Available to Participants

These are the controls available to you in the meeting. They will be located at the bottom of your screen.