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## 1. Purpose

This document is intended to walk through the process of joining a Cisco WebEx Event as a Panellist, and the key audio/visual checks to be completed after joining.

## 2. Definitions

Event(s) – Cisco WebEx Events.

Panellist – an individual who is able to interact with other Event participants via video & audio.

Attendee – an individual who is able to view and listen to an Event without the ability to interact with others.

## 3. System/Browser Requirements

Minimum web browser and operating system requirements to allow participants to join WebEx Events can be found online using the below link.

<https://help.webex.com/en-us/nki3xrg/Webex-Meetings-Suite-System-Requirements>

When joining an Event for the first time in Google Chrome, participants will be prompted to download and install the Cisco WebEx Meetings Google Chrome extension. If you are unable to do this there is also an option to “Run a temporary application” which can be selected.

**The use of iPads to participate in WebEx Events is not recommended for Panellists. It is not possible to join Practice Sessions from an iPad.**

## 4. Joining Process

This section will cover the process of joining an Event.

### 4.1. Email Invitation

Once an Event has been set-up by SCTS, Panelists will receive an email invitation from [messenger@webex.com](mailto:messenger@webex.com). If an email invitation cannot be found, Panellists should check their individual ‘Spam’ folders, as well as any corporate level Spam filters in case the invite has been incorrectly flagged as Spam. This invitation will contain the following information:

- Event name
- Event date and start time
- Event number (access code for dial-in)
- Event password
- Panelist link to join event
- Panelist password
- Attendee link to join event
- Dial-in details

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## 4.2. Join an Event

To join an Event as a Panellist, click on the green ‘Join event’ button in the email invitation. This will launch a web browser showing the Event information and a form to be completed.

The form will appear with fields for First Name, Last Name, Email Address and Panellist password (see Figure 1). Complete the fields and include the Panellist password found in the email invitation. The email address used in this form must match the email address which received the Event invitation. Panellists must complete the first and last name fields. Including your designation in the ‘last name’ field is helpful as this makes it clear to everyone attending the Event who is who.

Example:    First name: A Smith QC                      Last name: Counsel for the pursuer  
                   First name: B Jones                            Last name: Counsel for the first defender

Join Event Now as Panelist

To join this event as a panelist, provide the following information.

**First name:**

**Last name:**

**Email address:**

**Panelist password:**

**Submit**

If you are the host, [start your event](#).

Figure 1 - Event Page Form

Click the blue ‘Submit’ button, and then the ‘Join’ button which appears on the next page. This will launch the Events entry session (see Figure 2), which after a moment will present buttons to enable microphone and camera, and join the event. The selected microphone, speaker, and video settings will show below these buttons.

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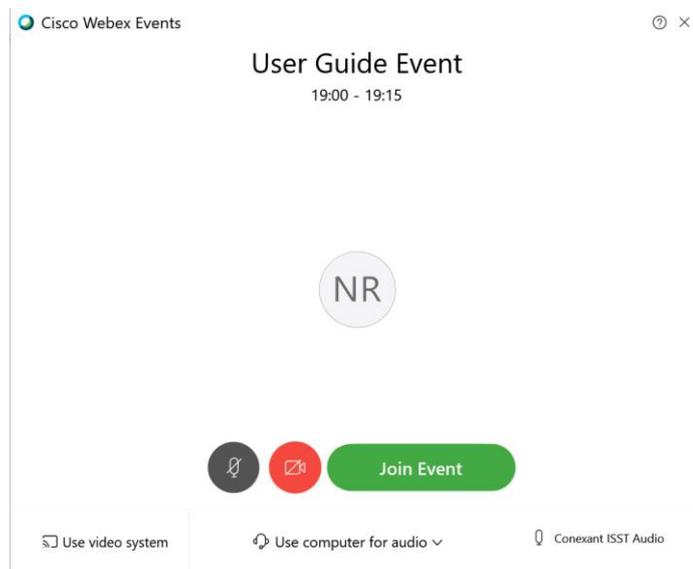


Figure 2 - Event Entry Session

When ready to join the Event, click the green 'Join event' button. If for any reason the 'Join event' button does not work, an alternative way to attempt to join is to right-click on the 'Join event' button and select 'Copy hyperlink'

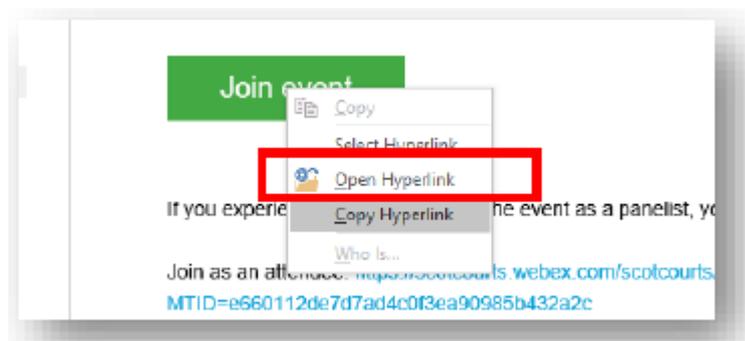


Figure 3 – Open hyperlink option

Open a new browser window in Google Chrome, right click on the address line and select 'Paste and go to [hyperlink address]'.

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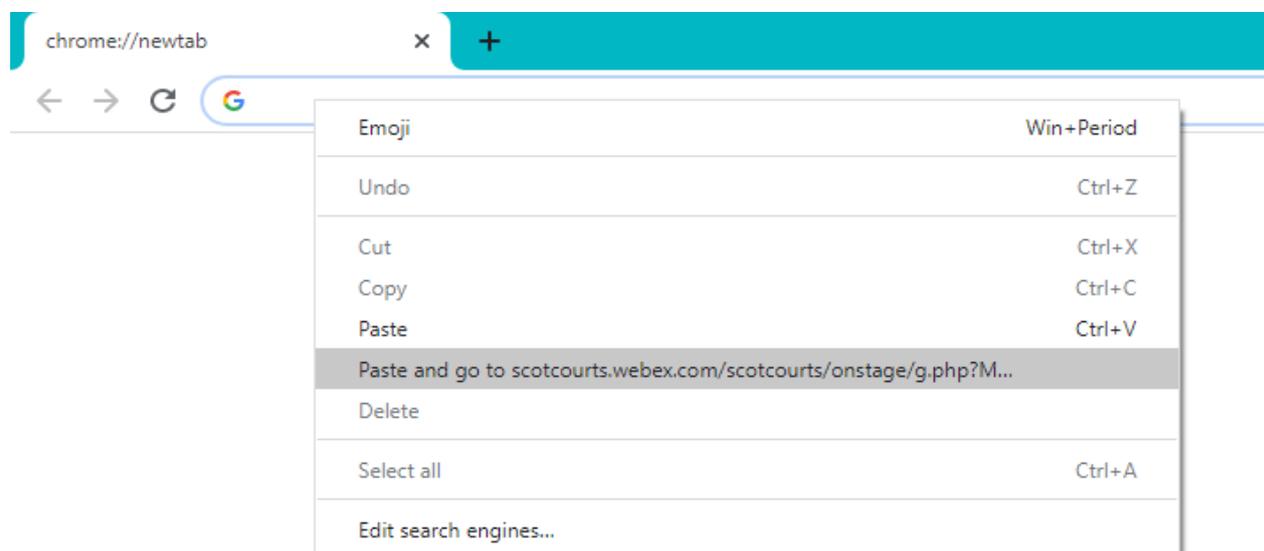


Figure 4 – Paste and go

If access still cannot be gained to the Event you must contact the Clerk of Court immediately to advise that you are not able to access the Event.

## 5. In the Event

This section will cover the suite available once in the Event, including modifications to the view of the video layout and muting and unmuting the microphone.

### 5.1. Practice Session

Upon entering the Event for the first time, Panellists will join a Practice Session. This is a private session started by the Event Host to allow audio/visual checks to be completed before an Event officially commences. Practice Sessions are visible to Panellists only; Event Attendees are unable to view or hear Panellists during a Practice Session.

Upon entering and exiting a Practice Session, Panellists' microphones are muted, and can be unmuted by following the steps included in section 5.3.

### 5.2. Default Video View

Upon entering the Event and enabling the video camera, the Event will default to what is known as Active Speaker view. This is where the camera changes dependent upon the person speaking, with all others shown as very small windows at the bottom of the screen.

**The recommended video layout for all participants is the Grid view;** this shows all Panellists and the Event Host in a tiled layout.

#### 5.2.1. How to Change View

To change to Grid view, the following steps will be required upon joining.

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- Move the mouse cursor over the video views to bring up the display change options in the top right of the video display

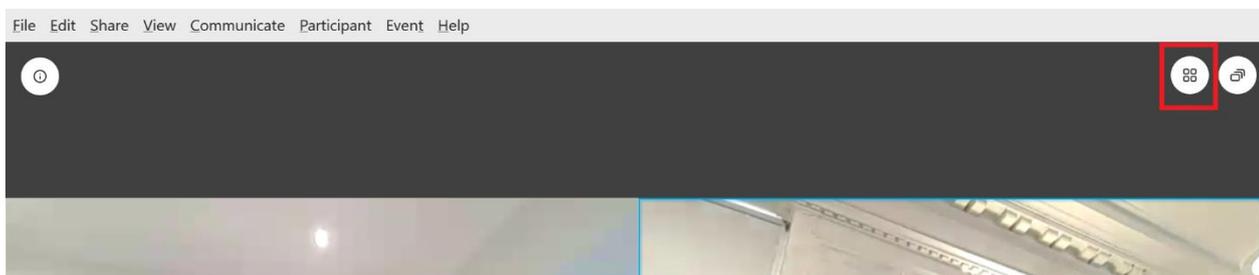


Figure 5 - View Change Button

- Click on the view change button, highlighted in Figure 5
- Select the icon with four small squares as shown in Figure 6.

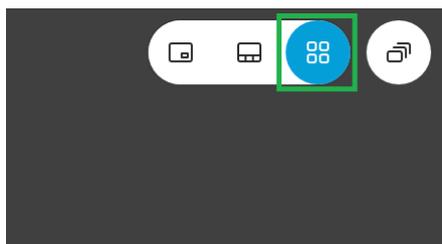


Figure 6 - Grid View Button

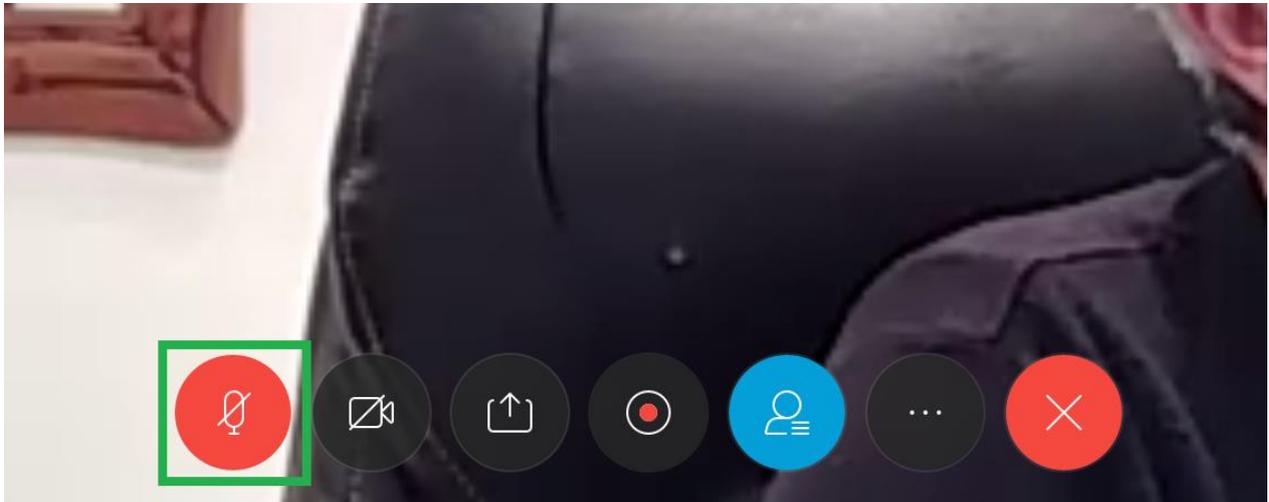
### 5.3. Muting the Microphone

To minimise voice overlap and any unnecessary background noise, it is recommended to have only one person talking at a time, with the others muting their microphones and unmuting when they are ready to talk.

To do this, the following steps can be taken.

At the bottom of the screen showing the video, there are a series of floating buttons. The icon first from the left, which should look like a microphone, is the one to click to mute or unmute the microphone. If it is red, then it is muted. Click it once to toggle between muted and unmuted.

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*Figure 7- Microphone Button*

#### **5.4. Leave an Event**

To leave an Event, hover the mouse over the video view until the floating buttons appear. The first icon on the right showing the cross can be used to leave the Event. Click the cross once, and select 'Leave Event' when prompted.