Proposal Overview

• Run meeting as typical face-to-face meeting
• Presenters join WebEx as well, to share slides
• Projector to show from “Host Computer” WebEx (full screen)

• Stream video of room from “Host Computer”
• Control sound in/out of online meeting through “Host Computer”
  • Sound board to toggle room sound system from in-room microphones and host computer audio out
  • In room microphone to split to sound board (toggle) and input to host computer audio

• In person attendees would NOT need to sign into WebEx, just watch the projector and listen to sound system as in past face-to-face meetings. They could optionally sign on as an observer (without audio) if they wanted to see the attendee list or have projected content on their computer.
WebEx Events Benefits

• Similar to WebEx Meetings
• Two types of attendees in Event
  • Panelist
  • Attendee
• Have the ability to disable mute, video, chat, etc.
• Separate controls: host, presenter, polling controls (helps with straw polls or show of hands)
• Can enable 3 classes of participants with little overhead.
  • In person, remote participant/voter (panelist), observer (attendee)
  • Setup of “Host Computer” for the room
Limitations of WebEx Events

• There can only be 1 host (as far as I know).
  • Alternate host must have a webex account (not sure if there is one specific to events or not). Don’t know if you can have a co-host or simply someone else who can start the meeting.

• Logging in takes longer for participants as WebEx Events is a different app than WebEx Meetings.

• Ability to present/share must be handed over by host; cannot be “stolen”. Only panelists can be presenters.

• Unsure if IEEE-SA WebEx licenses need to be considered.

• Setup is more laborious than typical WebEx meeting.
Screenshots from Setting Up Events
Schedule an Event

**Basic Information:**
- **Event type:** Event+Video Session
- **Event name:** 3ck Telephonic Meeting - July 2021 #1
- **Registration:** Listed on public calendar
- **Event password:** The password must be at least 6 characters.
- **Program:** Select a program

**Date & Time:**
- **Start date:** August 10, 2021
- **Start time:** 11:15 am
- **Estimated duration:** 3 hours
- **Time zones:** San Francisco (Pacific Daylight Time, GMT-07:00)
- **Email reminder:** Send me a reminder email

**Audio Conference Settings:**
- **Select conference type:** Webex Audio
- **Entry & exit tone:** No Tone
Event Description & Options:

- **Description:** If asked for a sign in, use your email and the meeting password.
- **Host image:** Upload a picture of the event description
- **Host image:** Upload a picture of yourself or the presenter
- **Event material:** Upload event material for attendees to download before event starts
- **Other UCF options:**
  - Do not allow attendees to share rich media files in this event
  - Request attendees to verify rich media players
- **Who can view the attendee list:**
  - All participants
  - Only the host, presenter, and panelists
- **Video:** Turn on video
- **Post-event survey:** Create post-event survey
  - Do not display survey to attendees
  - Display survey in pop-up window
  - Display survey in main browser window (instead of destination URL)
- **Destination URL after event:** https

Attendee & Registration:

- **Attendees:** Create invitation list
- View invitation list
- **Security:**
  - Require attendees to sign in with single sign-on authentication before joining this event
  - Restrict event to invited attendees only (registration options will be disabled)

Panelists & Panelists:

- **Panelists:** Create invitation list
- View invitation list
- **Panelists info:**
  - Allow panelists to upload documents associated with the event.
- **Panelist password:** 
  - Password: Password (recommended)
  - Confirm password: Password

Email Messages:

- **Email format:**
  - Plain Text
  - HTML
  - Include iCalendar Attachments
- **Invitation emails:** Attendees | Panelists
- **Registration emails:** Pending | Approved | Rejected | Event In Progress
- **Event updated emails:** All Approved Registrants | All Attendees | All Panelists
- **Reminder emails:**
  - 1st Reminder
  - 2nd Reminder
- **Follow-up emails:**
  - Thank You For Attending
  - Absentee Follow-Up Email

Save as template...
You can send separate panelist invites with a separate password... These would automatically enter as a panelist, no “promoting” needed.

HOWEVER, use with caution as to not confuse people. People added as a panelist here may not be able to use the generic attendee password (namely if they have a webex account that they are signed into)
You can generate emails/reminders to each group separately. As well as schedule reminders.
You can edit the event after it’s created, and the addresses will no longer change. You can add invite lists and emails/reminders as you need.

### Event Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>3:00 Telephonic Meeting - July 2021 #1</td>
</tr>
<tr>
<td>Type</td>
<td>Unlisted Event</td>
</tr>
<tr>
<td>Event address for attendees</td>
<td><a href="https://cisco.webex.com/cisco_onstage/g.php?MTID=e80f6f4ae867d29d396c5d0bace2613e">https://cisco.webex.com/cisco_onstage/g.php?MTID=e80f6f4ae867d29d396c5d0bace2613e</a></td>
</tr>
<tr>
<td>Event address for panelists</td>
<td><a href="https://cisco.webex.com/cisco_onstage/g.php?MTID=e388b7a228db8cdaa51b306f33b19e7c7e">https://cisco.webex.com/cisco_onstage/g.php?MTID=e388b7a228db8cdaa51b306f33b19e7c7e</a></td>
</tr>
<tr>
<td>Date and time</td>
<td>Tuesday, August 10, 2021 12:30 pm Pacific Daylight Time (San Francisco, GMT-07:00)</td>
</tr>
<tr>
<td>Duration</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Description</td>
<td>If asked for a sign in, use your email and the meeting password.</td>
</tr>
<tr>
<td>Event number</td>
<td>188 346 4316</td>
</tr>
<tr>
<td>Event password</td>
<td>IEEEIEEE (4334333 from phones)</td>
</tr>
<tr>
<td>Host key</td>
<td>817781</td>
</tr>
<tr>
<td>Panelist Info</td>
<td></td>
</tr>
<tr>
<td>Panelist password</td>
<td>Password^1</td>
</tr>
<tr>
<td>Panelist numeric password</td>
<td>462339</td>
</tr>
<tr>
<td>Event files</td>
<td></td>
</tr>
<tr>
<td>Video Address</td>
<td><a href="mailto:1803464316@webex.com">1803464316@webex.com</a></td>
</tr>
<tr>
<td>Audio conference</td>
<td>To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code. Call-in toll number (US/Canada) +1-408-525-6800 Show all global call-in numbers Access code: 188 346 4316</td>
</tr>
<tr>
<td>Destination address after event</td>
<td></td>
</tr>
<tr>
<td>Host image</td>
<td></td>
</tr>
<tr>
<td>Attendee list available for viewing by</td>
<td>All</td>
</tr>
<tr>
<td>Event material</td>
<td>None</td>
</tr>
<tr>
<td>Post-event survey</td>
<td>None</td>
</tr>
<tr>
<td>Email configured</td>
<td>No</td>
</tr>
</tbody>
</table>

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**Start Event Now**

You can start the event by clicking Start Now.

[Start Now]

**Send Event Emails**

You can send event emails by clicking Send Emails.

[Send Emails]
Screenshots from In the Event
“Mute on entry” disables the mute button here so they have to be quiet as they enter.

If entering as an attendee, the video will automatically disabled.
You can enable/disable features. Disabling Q&A and attention tracking (sometimes feedback) make the look/feel most similar to Webex meetings.
You may control privileges based on their role in the webex.

Who should be able to view the entire attendee list/count? All will be able to see panelist names.

Who should be able to use the chat feature? Who should they be able to message?
Attendee view is simplified.

If attendees are able to view the entire list of attendees blue “view all attendees” is enabled giving a pop-up like this to see who is watching the meeting:

When the host mutes an attendee (or mutes upon entry), an attendee is unable to toggle their own mute button. Which can be alarming for some.
Panelist/Host view has more options.

As a host, you have more controls... you can move to people who panelist/attendee, expel, and unmute attendees.

Panelist always have the ability to toggle their mute and video, similar to a regular webex meeting.
When an attendee raises their hand (if enabled), they are displayed and unmuting the speaker is easy access for the host.

In events, the polling coordinator, presenter, and host can be 3 independent people.

The host may not raise their hand, other panelists may to be added to the room queue (much like when there used to be rooms with 2 microphones).
Likely a way to connect to sound board (to toggle the input to the room speakers) or if they can be merged together.

If video feed is from a decent camera the room or the queue microphone could be “televised” to the WebEx Event.