

## Continuing Medical Education Office Webinars

### *Tips to ensure a successful experience for Attendees*

#### What equipment do I need?

Before June 19, 2020, please make sure you have access to:

- ✓ A working computer, tablet or smart phone with a stable Internet connection
- ✓ A microphone & speakers/headphones
- ✓ WebEx App installed  
<https://www.webex.com/downloads.html> (no account sign-up required)

Test your WebEx connection, audio, and try using the WebEx app's functionality before the meeting, at <https://www.webex.com/test-meeting.html>

#### How will I connect to the meeting?

**Watch your email!** All registered participants will receive a registration confirmation to the "2<sup>nd</sup> Middle East Lung Cancer Congress" with access links to the sessions. *Please note that forwarding or sharing these links could impact your ability to access the meeting.*

**Problems?** Please check your junk or spam folder. If the link is not there, please email us at [cmeoffice@aub.edu.lb](mailto:cmeoffice@aub.edu.lb) before the assigned time.

#### What happens when I click on the session WebEx links?

- ✓ WebEx will ask you to put your full name and e-mail address
- ✓ First you enter a "Waiting room" until the session begins.
- ✓ We will let you in a couple minutes before the session starts so that we can begin on time.
- ✓ By default, your audio will be muted when you join the session.
- ✓ You can type in your questions and comments in the Q&A or Chat Box.

#### What do I do if I have connection issues?

If you have any issues connecting, first try closing out of WebEx and rejoin the session. If that doesn't help, you can take a look at WebEx's [FAQs list](#), or search their online [Help Center](#).

- ✓ For computer audio - use headphones to reduce echo or feedback.
- ✓ Switch up your view! To change the view, select the Active Speaker and Thumbnail View or the Floating View icon at the top right corner of your screen.

#### Virtual Meeting Etiquette

Let us work together to make sure facilitate every one's connection, learning process, and essential engagement during this online meeting. Consider following these best practices to optimize the meeting for all:

#### SUPPORT EACH OTHER

*Feel free to send someone a compliment on their comments or questions in the meeting chat. Keep chats and comments appropriate, courteous, and professional.*

#### BE READY TO SHARE, CONNECT AND NETWORK!

*During sessions, presenters will be asking for your thoughts, comments and answers via the chat box and chat.*

#### HELP OUT YOUR COLLEAGUES

*If you're a WebEx pro, help answer technical questions from other attendees in the chat!*

#### DON'T SOLICIT OR MARKET TO ATTENDEES

*Do not use meeting chats, or private chat messages to solicit or market your business or services to other meeting participants.*

#### Are you ready?

*Please reach out to the CME staff at AUBMC if you have any questions or concerns regarding the virtual setup of this meeting.*

*E: [cmeoffice@aub.edu.lb](mailto:cmeoffice@aub.edu.lb)*

*Tel: +9611350000 Ext. 4714*