

# Use of WebEx Events for Hybrid Meeting DRAFT

Beth Kochuparambil

August 10, 2021

I am not an expert, just a user.

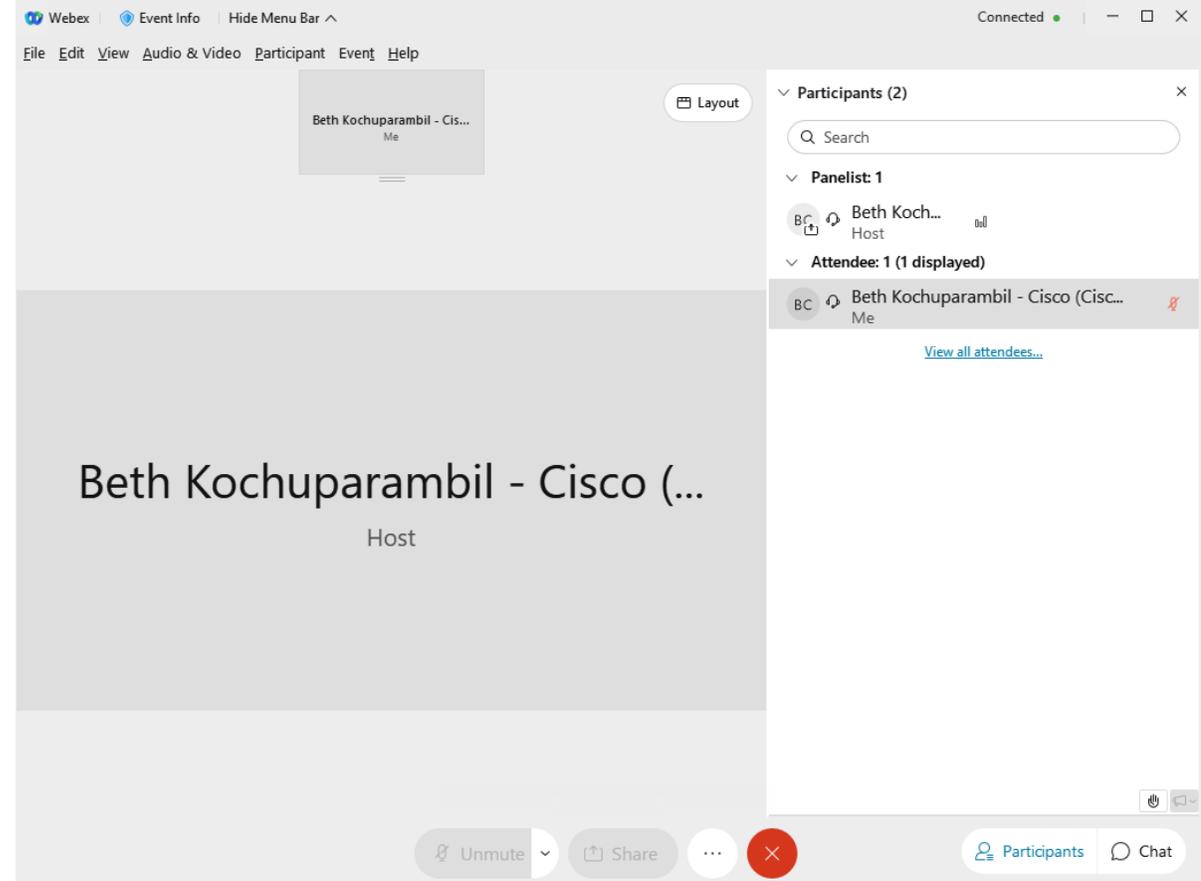
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# Proposal Overview

- 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 name:**  [?](#)

Listed on public calendar [i](#)

**Registration:**  Required [i](#)

\* **Event password:**  [i](#) [The password must be at least 6 characters.](#)

**Program:**  [Add a new program](#)

## Date & Time:

\* **Start date:**    [i](#)

\* **Start time:**    am  pm [Plan event time zones...](#)

**Estimated duration:**   minutes

\* **Time zones:**

Attendees can join  minutes before the scheduled start time  
 Attendees can also connect to audio conference

**Email reminder:** Send me a reminder email  minutes before event starts

## Audio Conference Settings:

**Select conference type:**

Display global call-in numbers

Allow attendees to receive a call back (call-in will still be available)

Provide audio to attendees using Audio Broadcast [?](#)

Mute upon entry for all participants

**Entry & exit tone:**

Event Description & Options:

**Description:**  

[Upload](#) a picture about 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:**

Attendees & 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)

Presenters & Panelists:

**Panelists:** [Create invitation list](#)  
[View invitation list](#)

**Panelists info:**  

Allow panelists to upload documents associated with the event.

**Panelist password:**  (recommended) The password must be at least 6 characters.

**Confirm 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](#)

August | 10 | 2021 |  10 | 15 |  am  pm

August | 10 | 2021 |  11 | 15 |  am  pm

August | 10 | 2021 |  2 | 15 |  am  pm

August | 10 | 2021 |  2 | 15 |  am  pm

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)

Create Panelist Invitation List - Google Chrome

cisco.webex.com/svc3300/svccomponents/selectcontact/listContact.do?siteurl=cisco&inviteType=pane...

## Create Panelist Invitation List

You can select contacts from an existing address book, import a Comma or Tab Delimited file (file contains non-ASCII characters, use a Unicode file delimited either by commas or tabs) or add new contacts. Note that the number of invitation emails cannot exceed 10000.

Select Contacts... Import Contacts...

### Panelists to Invite

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

OK Cancel

### New Panelist

Full name:  (required)

Email address:  (required)

Country/Region:  Number (with area/city code):

Phone number:  1

Time Zone:

Language:

Locale:

Add new panelist in my address book

Invite as alternate host

Add to Invitation List

## Send Event Emails

You have successfully scheduled your event.

Send invitation emails to:

- Host
- Panelists
- Attendees
- Vendors

Send Now...

Send Later

You can generate emails/reminders to each group separately.  
As well as schedule reminders

### 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](#)

August	10	2021		10	15	<input checked="" type="radio"/> am	<input type="radio"/> pm
August	10	2021		11	15	<input checked="" type="radio"/> am	<input type="radio"/> pm
August	10	2021		2	15	<input type="radio"/> am	<input checked="" type="radio"/> pm
August	10	2021		2	15	<input type="radio"/> am	<input checked="" type="radio"/> pm

Save as template...

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



**Event:** .3ck Telephonic Meeting - July 2021 #1  
**Type:** Unlisted Event  
**Event address for attendees:** <https://cisco.webex.com/cisco/onstage/g.php?MTID=e806fc4ae367d29d396c5dfbacef2613e>  
**Event address for panelists:** <https://cisco.webex.com/cisco/onstage/g.php?MTID=e368b7e228d84cda5513b30533b139c7e>  
**Date and time:** Tuesday, August 10, 2021 12:30 pm  
Pacific Daylight Time (San Francisco, GMT-07:00)  
**Duration:** 15 minutes  
**Description:** If asked for a sign in, use your email and the meeting password.  
**Event number:** 186 346 4316  
**Event password:** IEEEEIEE (43334333 from phones)  
**Host key:** 817781  
**Panelist Info:**  
**Panelist password:** P@ssword\*1  
**Panelist numeric password:** 462339  
**Event files:**

Filename	Size

**Video Address:** 1863464316@webex.com  
You can also dial 173.243.2.68 and enter your meeting number.  
**Audio conference:** 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: 186 346 4316  
**Destination address after event:**  
**Host image:**  
**Attendee list available for viewing by:** All  
**Event material:** None  
**Post-event survey:** No  
**Email configured:**

### 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

Delete Event

Edit Event

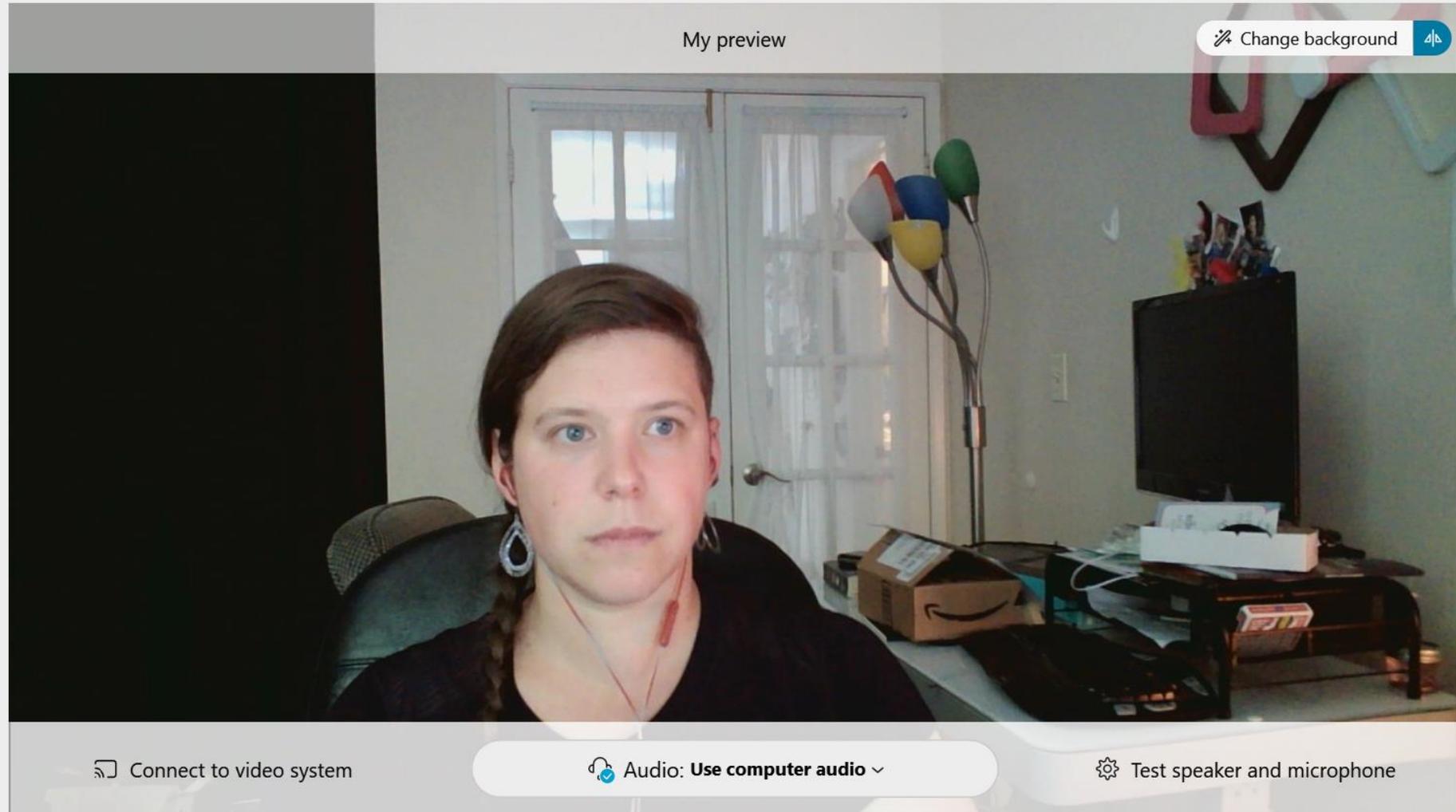
Screenshots from  
In the Event

# .3ck Telephonic Meeting - July 2021 #1

12:30 PM - 12:45 PM

“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.



My preview

Change background

Connect to video system

Audio: Use computer audio

Test speaker and microphone

Mute

Stop video

Start event

You can enable/disable features. Disabling Q&A and attention tracking (sometimes feedback) make the look/feel most similar to Webex meetings

The screenshot displays a Zoom meeting interface. At the top, the title bar shows 'Webex | Event Info | Hide Menu Bar ^'. Below it is a menu bar with 'File', 'Edit', 'Share', 'View', 'Audio & Video', 'Participant', 'Event', and 'Help'. The main area shows a blurred meeting background with the name 'Beth Kochuparam' and the role 'Host, me'. An 'Event Options' dialog box is open, showing three tabs: 'Communications', 'Content Sharing', and 'Import Mode'. The 'Communications' tab is selected, and it contains the text 'Select the modes of communication that you want to allow'. Below this text are six checked items: 'Chat', 'Q & A', 'Feedback', 'Video', 'Raise hand', and 'Attention tracking'. At the bottom of the dialog are three buttons: 'OK', 'Apply', and 'Cancel'. At the bottom of the Zoom interface, there is a toolbar with buttons for 'Mute', 'Start video', 'Share', 'Record', a red 'X' button, 'Participants', 'Chat', and a three-dot menu.

You may control privileges based on their role in the webex

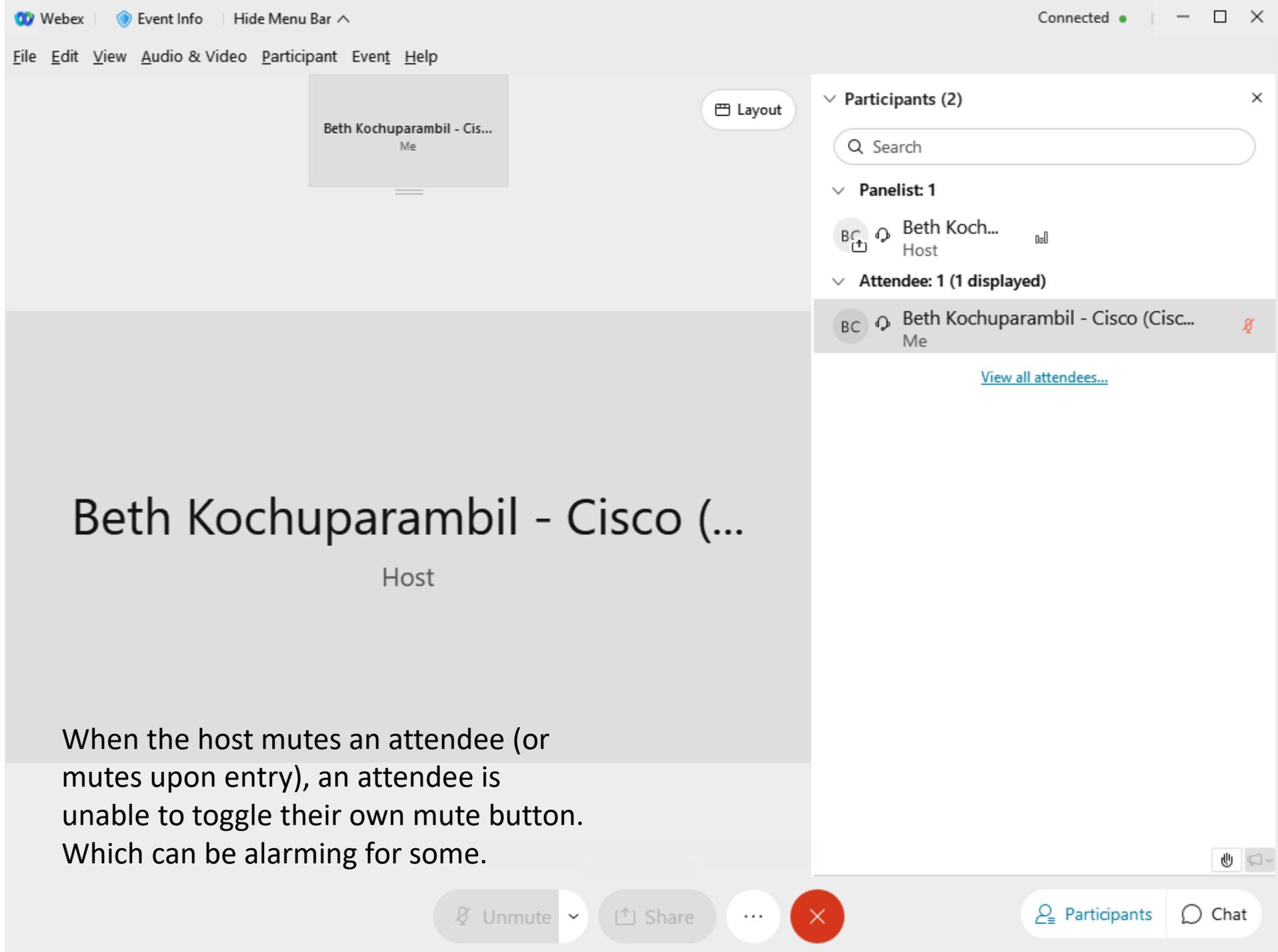
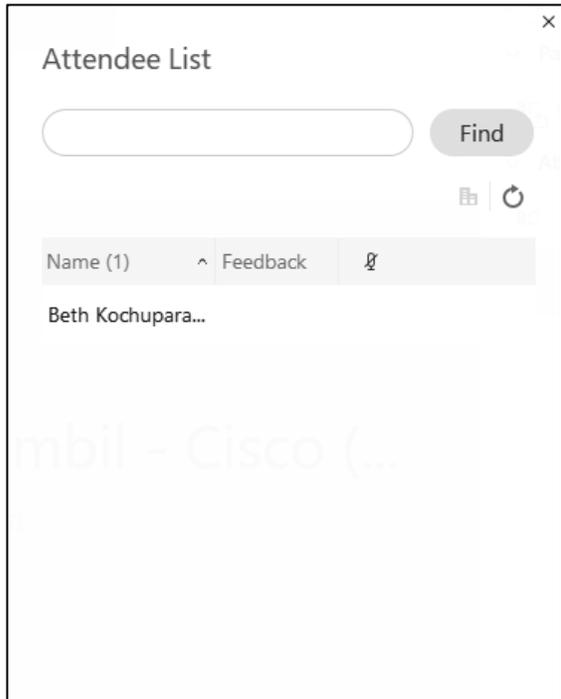
Who should be able to view the entire attendee list/count? All will be able to see panelist names.

Who should be able to use the chat feature?  
Who should they be able to message?

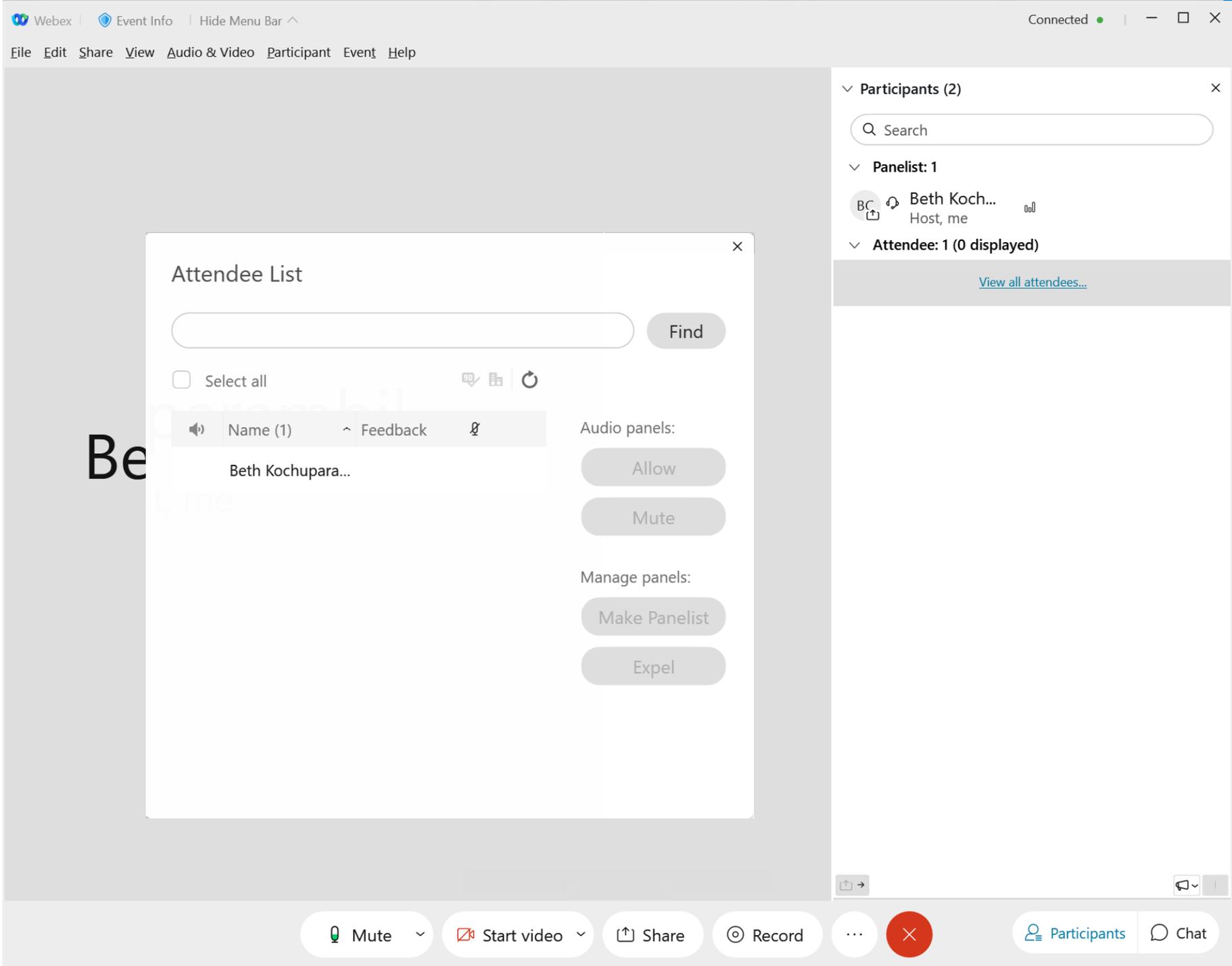
The screenshot shows a Webex interface with a menu open for 'Assign Privileges To'. The menu options are: Allow to Connect to Audio, Disconnect from Audio, Mute Me (Ctrl+M), Unmute Me (Ctrl+M), Mute All, Unmute All, Mute on Entry (checked), Invite and Remind..., Assign Privileges To (highlighted), Change Role, Find Participant..., and Expel. The 'Assign Privileges To' sub-menu is open, showing 'Panelists (Ctrl+J)' and 'Attendees (Ctrl+K)'. The 'Attendees' option is selected, opening the 'Attendee Privileges' dialog box. The dialog box title is 'Attendee Privileges' and it contains the text 'Select the privileges that you want to assign to all attendees.' The dialog box has four columns of checkboxes: Document, View, Event, and Communications. The 'View' column has 'Attendee list' checked. The 'Event' column has 'Record the event' unchecked. The 'Communications' column has 'Private chat with:' checked, and 'Host', 'Presenter', and 'Panelists' checked, while 'All attendees' is unchecked. At the bottom of the dialog box are buttons for 'Check all', 'Uncheck all', 'Reset to default', 'Apply', and 'Cancel'. The background shows a blurred Webex meeting interface with a participant named 'Beth Kochu' and a 'Participants' list on the right showing 'Beth Koch...' as a 'Host, me'.

**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).

The screenshot shows a Webex meeting interface. At the top, the title bar includes 'Webex', 'Event Info', and 'Hide Menu Bar'. Below the title bar is a menu with options: 'File', 'Edit', 'Share', 'View', 'Audio & Video', 'Participant', 'Event', and 'Help'. The main display area is a large grey rectangle with the text 'Beth Kochuparambil - ...' in a large font, and 'Host, me' in a smaller font below it. On the right side, there is a 'Participants (2)' panel. It has a search bar and is divided into two sections: 'Panelist: 1' and 'Attendee: 1 (1 displayed)'. The 'Panelist: 1' section shows a participant named 'Beth Koch...' with the role 'Host, me' and a microphone icon. The 'Attendee: 1 (1 displayed)' section shows a participant named 'Beth Kochupar...' with a hand-raising icon and a red 'X' icon. Below the participant list is a link that says 'View all attendees...'. At the bottom of the screen, there is a control bar with buttons for 'Mute', 'Start video', 'Share', 'Record', and a red 'X' button. On the right side of the control bar, there are buttons for 'Participants' and 'Chat'.

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.

