

Technical Aspects for the event – Participants

For a better overview please name yourself with your country code¹, first name and last name (f.e. „DE, Kira Seifert“) before joining the meeting. You can't change your name during the meeting.

Before joining the meeting, you can easily change your name by clicking your name (with the pencil icon) in the **upper left** of the preview window:



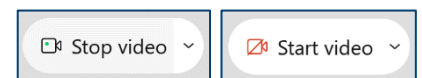
Connect Audio

Activate / deactivate your microphone with this button:



Start Your Video

Activate / deactivate your camera / video with this button:



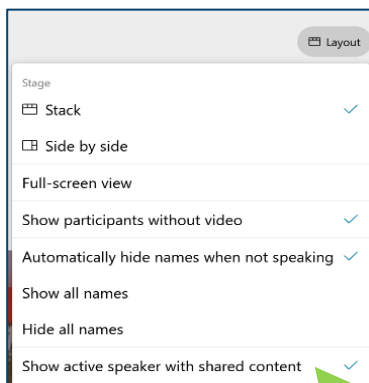
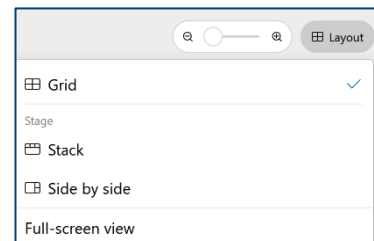
Layout

In the video window, you will find the **Layout settings** at the top right if you want to change your view.

We recommend checking "**Show active speaker with shared content**" in the **Stack view** at the beginning. This way, the shared presentation and the speaker are always displayed next to each other.

You can **change the size** of the presentation or the speaker by moving

the border between the two windows to the right or left with a **double arrow**.

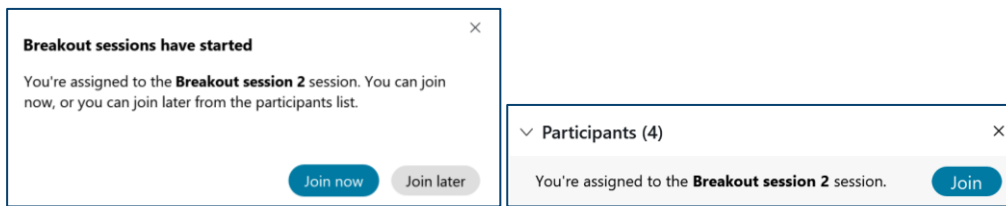


Breakout Sessions

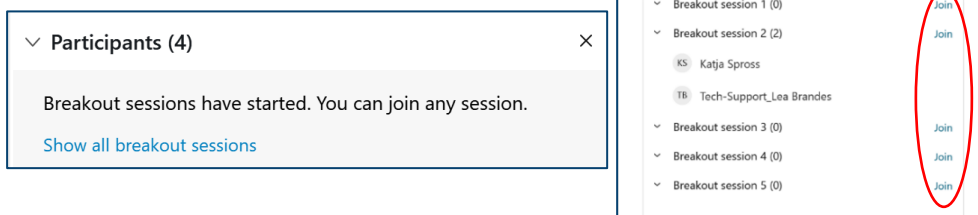
In Breakout Sessions, you either get an invitation to a specific room or are free to decide which room you want to enter. A pop-up window appears for this purpose or you can always look at the top right of the list of participants.

¹ AT Austria, BE01 Belgium (french speaking), BE02 Belgium (flemish speaking), CZ Czech Republic, DK Denmark, DE Germany, ES Spain, FI Finland, FR France, HR Croatia, HU Hungary, IE Ireland, IT Italy, LV Latvia, LT Lithuania, LU Luxembourg, MT Malta, NL Netherlands, NO Norway, PT Portugal, RO Romania, RS Serbia, SK Slovak Republic, SE Sweden, KOM European Commission

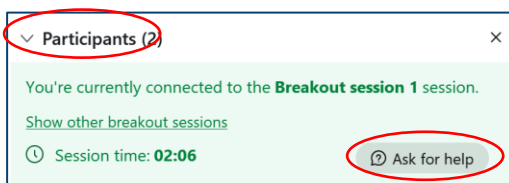
Assigned to the room:



Choose your room:



If you need help in the breakout session, click „Ask for help“



Webex Assistant

In the bottom left corner you will find the Webex Assistant and the "CC" button, which you can switch on and off to **display English subtitles**.



Tech-Tips:

- The e-mail you received contains the link to the Webex session. You can join us through the Webex app or via browser. We recommend downloading the app, because the functions in the browsers are limited.
 1. Download **Webex-app** (you can proceed on seminar-day). After having done it there are several ways to enter the meeting:
Open our invitation e-mail and click on the green button or click on the meeting link. Then choose "open in app".
Enter in the field "name" as mentioned before: country-code, first and last name. Then enter your mail address in the respective field and join the meeting.
 2. If you plan to enter **via browser**, click on the invitation link in our e-mail and choose: "enter via browser" (Chrome, Edge, Firefox, Safari).
- We recommend using a device in a comfortable size (laptop, computer)
- **Please use a headset**
- Please activate your camera at the beginning of the meeting. We would like to see your friendly faces when we welcome you!



If you have any further questions, please contact us at seifert@trio-medien.de

During the conference you can contact us via chat or via seifert@trio-medien.de or by phone: 0049 (0) 176 57925970