



9th Annual Forum of the EU Strategy for the Danube Region (EUSDR)

[How to participate in a video conference using Cisco WebEx system](#)



Zagreb, Croatia
10/2020

General information

The „9th Annual Forum of the EU Strategy for the Danube Region (EUSDR)“ 22.10.2020. will be provided via Webex and streamed via Vimeo.

Technical information

To ensure the proper video and audio quality you will need to use the following technical equipment:

- Choose an evenly lighted and bright place where you are seated
- Adjust your camera so that your image is centred in the self-view window. The camera should be roughly at eye level. The background should be plain and not distracting
- Use a stable internet connection with a sufficient bandwidth
- Device to join the Webex conference - laptop or PC with built-in or external HD webcam, or a dedicated Webex Device
- Internal or external loudspeakers and high-quality external microphone for speaking during the videoconference

You can find more information about Cisco Webex meetings here:
<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>

STEP 1:

Log in with the email address and password you defined during registration.



Username or email address *

Password *

Remember me

[Lost your password?](#)

LOGIN



STEP 2:

Select the stream you want to track by pressing the ATTEND button next to the selected section.

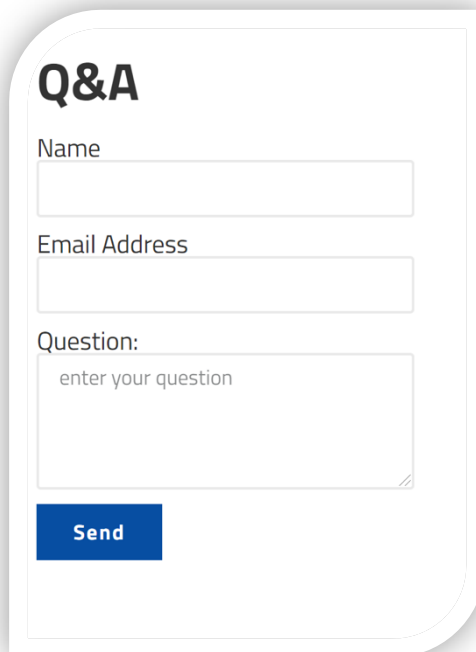
AGENDA Thursday, 22 October 2020

10:00 11:00	Official opening of the 9th Annual Forum	ATTEND →
11:00 11:30	Plenary session – Joint introduction for panels	ATTEND →
11:30 12:30	The ecologic perspective of the sustainable regional development	ATTEND →
12:30 13:00	Plenary session – Joint conclusions of panels	ATTEND →

STEP 3:

The live stream of the current section will open on the page.

If it is possible to ask questions to the speakers in the right part of the screen, the form for entering questions will be displayed:



Q&A

Name

Email Address

Question:

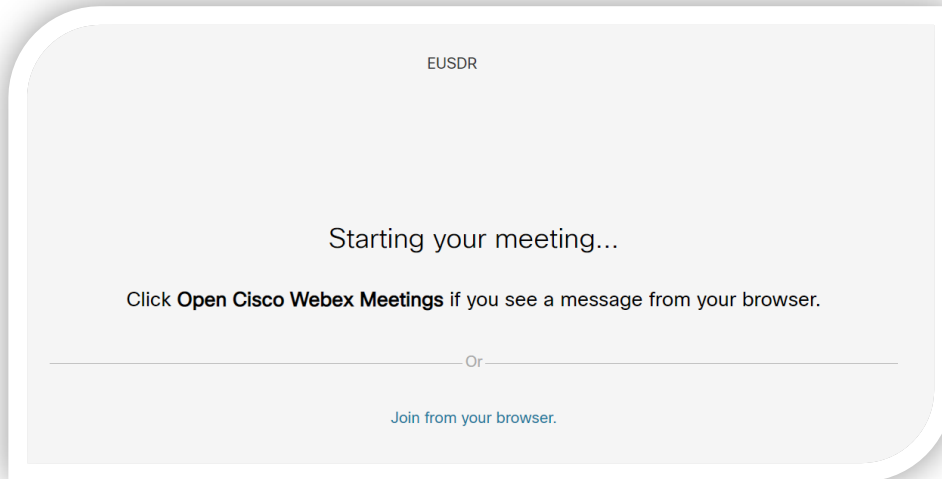
Send

If it is possible to participate in the discussion via the Webex platform, there will be a "**Join Meeting**" button on the page.

STEP 4 (WEBEX):

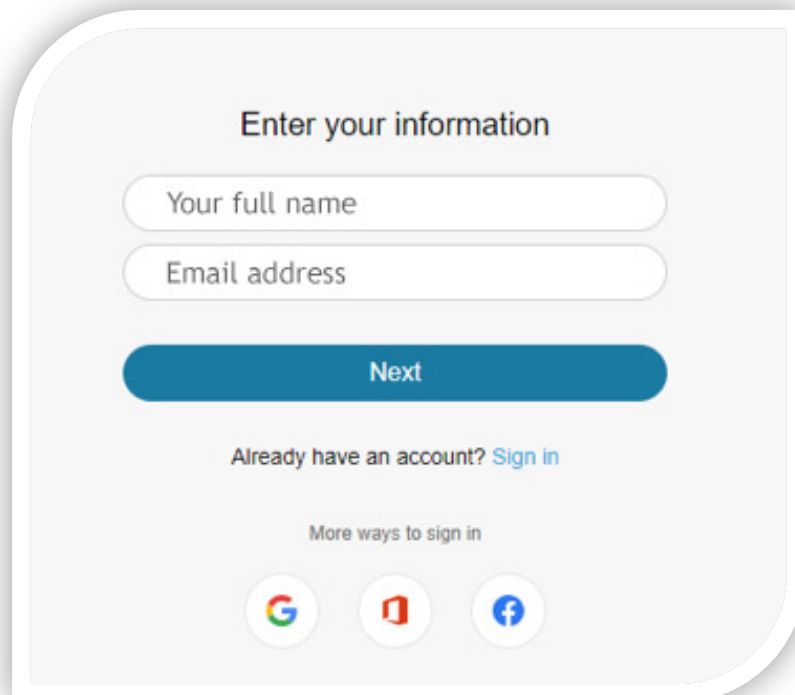
The Webex platform can be used through a web browser or through the Cisco Webex Meetings application.

Clicking the "**Join Meeting**" button opens the Webex platform website.

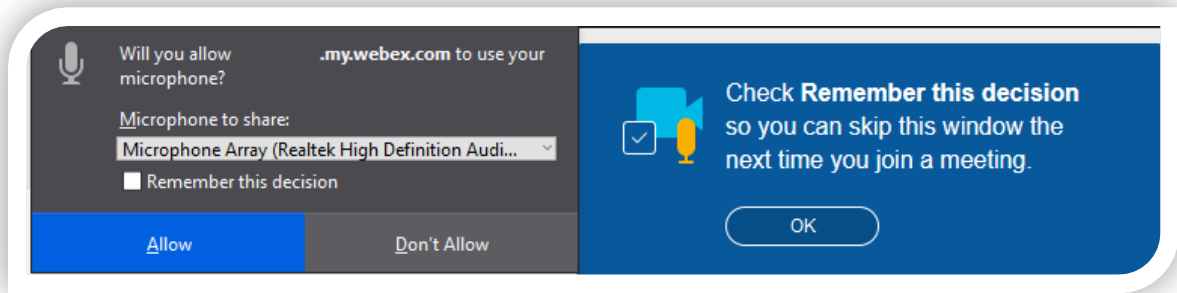


Login via browser:

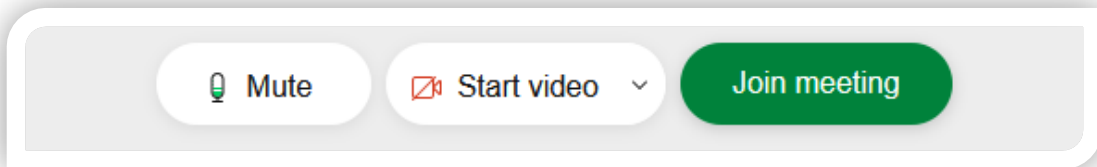
Click "**Join from your browser**" and enter your details (Name and email address) and click "**Next**"

A screenshot of a Webex login form. The title is "Enter your information". There are two input fields: "Your full name" and "Email address". Below the fields is a blue button labeled "Next". Underneath the button, it says "Already have an account? [Sign in](#)". At the bottom, it says "More ways to sign in" and there are three circular icons for Google, Microsoft, and Facebook.

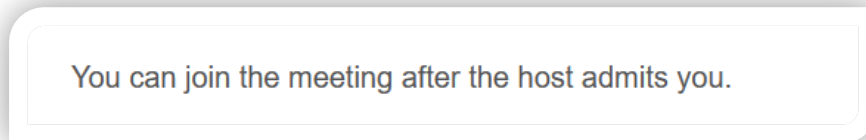
The system may ask you for permissions to use the camera and microphone. They should be allowed.



Select the "Join meeting" option at the bottom of the screen:



If you receive a message like the one in the picture, wait until the administrator accepts your application:

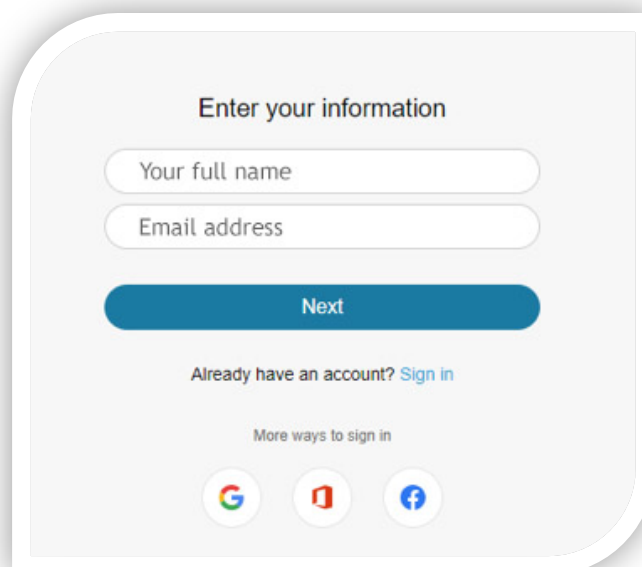


Login via application:

Download and run the app. If you already have the application installed, the system will automatically offer to run the application.



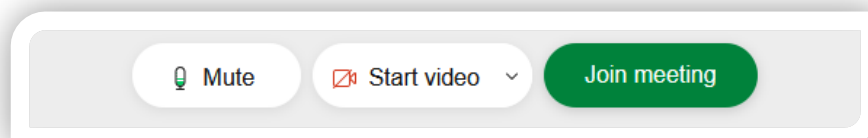
Enter your details (name and email address) and click "Next"



The screenshot shows a registration form with the following elements:

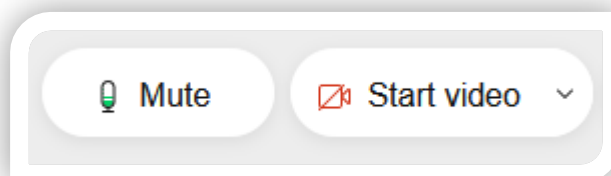
- Title: Enter your information
- Input field: Your full name
- Input field: Email address
- Button: Next
- Text: Already have an account? [Sign in](#)
- Text: More ways to sign in
- Icons: Google, Microsoft, Facebook

Select the "Join meeting" option at the bottom of the screen:

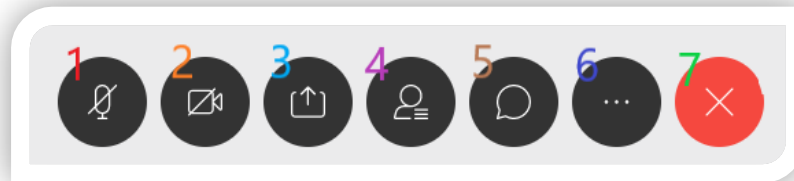


Note:

You can enable or disable microphone and camera at any time via buttons:



The bottom bar will display a few buttons you can use to control the meeting:



1. **Mute Microphone** - Toggling this will mute your microphone and prevent participants from hearing you.
2. **Stop My Video** - Toggling this will stop your video and prevent participants from seeing you.
3. **Share Content** - Broadcasts your content to all participants.
4. **Participants** - This allows you to view active participants and to invite participants in the "waiting room" to the meeting.
5. **Chat With All** - Chat with meeting participants.
6. **More Options** - Check meeting performance, change audio connection, or change speaker/microphone/webcam settings.
7. **Leave** - Disconnect from the meeting.

Note:

Not all controls will be enabled during the forum. The host will determine at what point the individual controls will be active. Basic controls – microphone (1), video (2), more options (6) exit(7) - will be active constantly.

You can find detailed instructions and video tutorials for using Cisco Webex Meetings here:
<https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>