

Guide for ECAI 2020 Participants

This guide provides information and a short set of actions participants should review before participating in a virtual session at ECAI 2020 even if you have participated remotely at previous virtual sessions.

In this section

1. Register for the ECAI 2020 meeting
2. Set up Webex
3. Test your setup during one of the test sessions
4. Find session information
5. Join the session about 5 minutes early
6. Participate in the session
7. Get help if needed

1. Register for the ECAI 2020 meetings

Please ensure that you are registered as a remote participant via [**contact@ecai.ro**](mailto:contact@ecai.ro).

2. Set up Webex

Webex is being used for the ECAI 2020 meeting. It can be used directly in a web browser, or via a desktop or mobile app. Specifics about supported web browsers and operating systems are available in this document with [detailed system requirements](#).

Web browser

The Webex web app works with a variety of browsers, [varying by operating system](#). To join a session, after following a link to a Webex session, click “Join from your browser” option in the browser window.

NOTE: If you have the Webex Desktop App installed but prefer to join via the web app, you may need to refuse an option to launch the desktop app and wait a moment for the option to join to appear at the bottom of your browser window:

Having trouble opening the desktop app? [Join from your browser.](#)
Don't have the desktop app? Download it now.

More information: [Webex web browser getting started guide](#) for additional tips.

Webex Desktop App

The Webex Meetings App works on Microsoft Windows and Apple macOS. Download and run the installer file to install the Webex Meetings app. See this [Webex desktop app getting started guide](#) for additional tips.

Mobile Apps

Webex Meetings Mobile App works on Apple iOS and Android. Install the Webex Meetings Mobile App via the usual process for your device. See this [Webex mobile app getting started guide](#) for additional tips.

3. Test your setup

Before joining a group session during ECAI 2020, you should test your set up. Follow the steps in section 5., below, during for testing.

4. Find session information

The ECAI 2020 Virtual meeting agenda is presented at <http://ecai.ro/> and will be distributed to the participants prior to the meeting.

5. Join the session

Plan to join a session about **5 minutes before the scheduled start** to ensure everything is set up with Webex.

A few things to check after you join:

Check your audio is set up: Computer audio is generally the best option to use when joining a session and we strongly recommend that you use a headset. If you must join by phone, do not use a speakerphone.

If for some reason computer audio does not work well, then local-rate dial-in numbers for a number of countries around the world are available. NOTE: You may see a “Call me” option, but this will NOT be functional.

Be sure you are muted: Double check that you are muted when you join to avoid background noise. You will be able to unmute yourself during the session. NOTE: that if you are only connected to a Webex session via dial-in and are muted in Webex (due to background noise or other reasons) you will **not** be able to request to be unmuted for the remainder of the session.

Manage video: Check that your video is turned off after you join a session. It should remain off during the session.

6. Participate in the session

To speak during the session: To indicate you’d like to speak during a session, use the Webex chat to send a message “+q” to everyone. The session chairs will manage the order of the queue (potentially with the help of a volunteer) to call on people. Webex chat should be used *only* for the queue and we will not be using the “raise hand” functionality in Webex.

Once you are called on by the chair to speak, unmute your mic and be sure to mute your mic again when you are done speaking. **Please introduce yourself using your first and last name.** If you change your mind about speaking, you can send the message “-q” to everyone in the Webex chat.

Chat during the session: Please do not use the Webex chat for anything other than a speaking queue or sending questions to the presenters if asked to do so.

7. Get help

In addition to the advance testing set up, there will be help throughout the ECAI Virtual meeting available at contact@ecai.ro. If you run into issues using Webex during the meeting, there will be real-time monitoring of the session by the Technical Chair.

More information about Webex is available:

- [Webex Essentials ebook](#)
- [Best practices for remote work](#)
- [Recorded online trainings](#)
- Short (1-3 minute) [instructional videos](#)