# USING WEBEX EVENTS FOR PUBLIC MEETINGS

For secure remote meetings DC Government uses Cisco Webex. Meetings that have fewer participants with an open forum discussion format will have the most success with Webex meetings.

For public meetings with a high volume of participants and designated speakers you should consider using **Webex Events** to **control registration** and **moderate attendees** (control muting).

This guide will walk you through setting up, running and moderating a Webex Event.

1. Go to dcnet.webex.com and sign in*.

2. Go to **Webex Events** at the bottom left of your Home page.
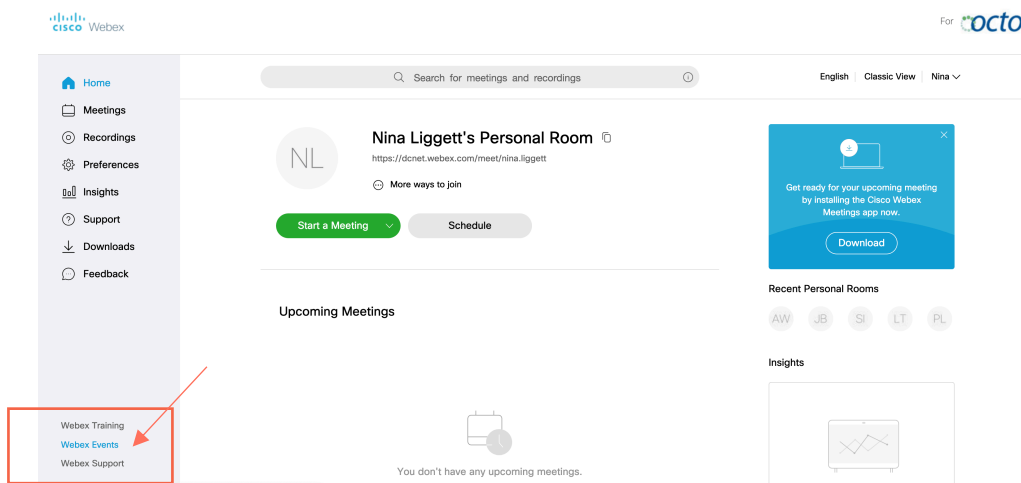
3. On the navigation bar, select Host an Event > Schedule an Event.
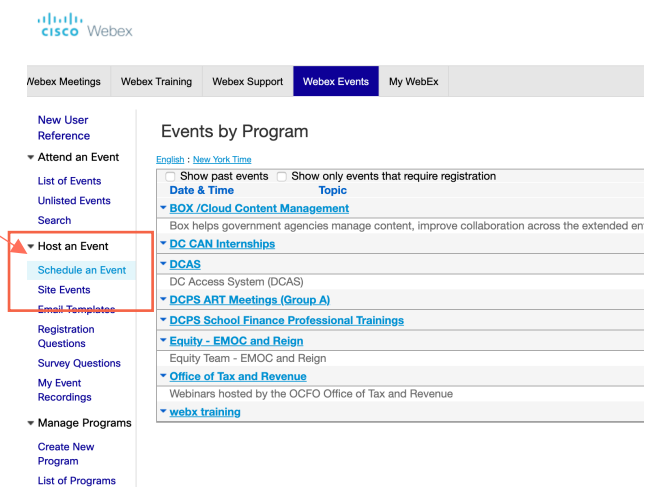
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* To set up or activate a Webex account call OCTOhelps: 202-671-1566 or DCNET support: 202-715-3733

For Webex questions or technical support call Cisco WebEx support: 1-866-229-3239

USING WEBEX EVENTS FOR PUBLIC MEETINGS

Complete your scheduling information with the following:

Basic Information:

Notes:
Listed events are shown on your Webex Events site and visible to everyone. Only invitees can see the details for an unlisted event. This means people with Webex accounts may be able to find and join your meeting. (risk is low)

Registration allows you to learn information about the people who plan to attend your event but does not need to be required if you think it will be a barrier to entry.

Passwords protect against unauthorized attendance and strengthen the security of your meetings.

* **Event type:** Online Event
* **Event name:** ANC 9 - Weekly Meeting   [?]
  ☐ Listed on public calendar ⓘ
  ☑ Delete from My Meetings when completed
Registration: ☑ Required ⓘ
* **Event password:** ANC9mtg2020🔒 ⓘ The password must be at least 4 characters.
Program: Select a program   Add a new program

🚩 You do not need to choose a program.

Date & Time:

Notes:
The estimated duration is for your planning purposes only. An event **does not end** automatically after the specified duration.

Pay attention to the time zones, incase your participants are joining from out of town.

Allow attendees to enter a few minutes early to help start on time

* **Start date:** April 7 2020 📅
* **Start time:** 7 : 00 ○ am ● pm   Plan event time zones...
Estimated duration: 1 hour 00 minutes
* **Time zones:** New York (Eastern Daylight Time, GMT-04:00)
  None
  None
  None
  ☑ Attendees can join 5 minutes before the scheduled start time
    ☑ Attendees can also connect to audio conference
Email reminder: Send me a reminder email 15 minutes before event starts

Audio Conference Settings:

Notes:
Select Webex Audio – dial in and computer audio options will be provided.

Mute upon entry to minimize background disturbance and moderate your crowd.

Select whether you would like an entry and exit tone. Choose **No Tone** to avoid disruptions in your larger events.

Select conference type: Webex Audio
  ☑ 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 ✓ Beep
  Announce Name
  No Tone

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How to create an invitation list and invite attendees to your event.

You can select contacts from an existing address book or add new contacts on your Event Center website.

If you do not have a list of invitees, you can simply email or post the event link and call-in information after you schedule the event.

1. Click **Create invitation list**.

Attendees & Registration:

Attendees:	Create invitation list
	View invitation list
Invite friends:	☑ Allow registrants to invite friends to this event
Maximum number of registrants:	10000
Registration form:	Click here to customize your registration form
Destination URL after registration:	http://
Approval required:	○ Yes ◉ No Set up approval rules
Registration password:	○ Yes, specify password:
	◉ No
Registration ID required:	○ Yes ◉ No

Create Attendee Invitation List

dcnet.webex.com/svc3300/svccomponents/selectcontact/listContact.do?siteurl=dcnet&inviteType=attendees...

Create Attendee 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...

Attendees to Invite

Name	Email address	Phone number	Language	Time Zone	Locale

No contacts selected.

OK   Cancel

New Attendee

Full name:	(required)
Email address:	(required)
	Country/Region Number (with area/city code)
Phone number:	1
Time Zone:	New York (Eastern Daylight Time, GMT-04:00)
Language:	English
Locale:	U.S.
	☐ Add new attendee in my address book

Add to Invitation List

In the window that appears, do one of the following:

- To add a new contact individually, enter information under New Attendee
- If you have a large number of contacts in a distribution list, you can import the distribution list in the CSV (comma-separated/comma-delimited values) format. To add a distribution list in CSV format, click Import Contacts then follow the instructions on your screen.

Registration:

If you select **Yes** for Registration ID required, each attendee receives a unique registration ID after you approve the registration request. **This option provides more security for your event.**

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In Webex Events, panelists can assist the host and speak during the event.

The host can designate any attendee as a panelist during an event.

Presenters & Panelists:

Panelists: Create invitation list
View invitation list

Panelists info: [   ] [?]

☐ Allow panelists to upload documents associated with the event.

Panelist password: [   ] (recommended)
Confirm password: [   ]

Notes

Similar to adding Attendees select **Create invitation list**.

You can select **Select Contacts** to add panelists from your contact list, import a csv. Or add them individually.

Once done, **Add to Invitation List**. When all the panelists show on the **Panelists to invite** list, select **Invite**.

Panelists are able to speak without the host needing to unmute them. They can unmute and mute themselves.

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: [New York (Eastern Daylight Time, GMT-04:00) ▼]
Language: [English ▼]
Locale: [U.S. ▼]

☐ Add new panelist in my address book
☐ Invite as alternate host

🚩 **Panelists cannot mute or unmute attendees.**

You can make a panelist or any attendee an alternate host to help with moderator duties, like:

❑ Monitor the chat stream
❑ Ask or announce questions in the Q&A box
❑ Grant privileges to attendees or panelists during an event

For a complete list of host capabilities go to:

help.webex.com/en-us/WBX21452/Understanding-Roles-in-Webex-Events

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Set up auto delivery of emails about the meeting:

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   April ◆ 6 ◆ 2020 ◆   1 ◆ 30 ◆ ○ am ● pm

☐ 2nd Reminder   April ◆ 6 ◆ 2020 ◆   1 ◆ 30 ◆ ○ am ● pm

Follow-up emails: ☐ Thank You for Attending   April ◆ 6 ◆ 2020 ◆   2 ◆ 30 ◆ ○ am ● pm

☐ Absentee Follow-Up Email   April ◆ 6 ◆ 2020 ◆   2 ◆ 30 ◆ ○ am ● pm

Save as template...   Go Back   Schedule This Event

🚩 Save as template if you would like to use this event set up again.

When finished specifying your event details, select **Schedule This Event.**

The Send Event Emails page will appear, select the recipients of the invitation email message, and then select Send Now.

Selecting Send Later takes you to the Event Information page, on which you can send event updates email messages later.

An email with calendar invite has also been sent to your inbox.

Event Information

Event:	TEST 2
Type:	Listed Event
Event address for attendees:	https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e4c7791b33ab64d9004327bb667d2fbc1
Event address for panelists:	https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e67da61e37da9e2d84af58d2946c888ac
Date and time:	Wednesday, April 8, 2020 5:15 pm Eastern Daylight Time (New York, GMT-04:00)
Duration:	1 hour
Description:	
Event number:	478 337 557
Event password:	DqMwAuHR742
Host key:	258909
Panelist Info:	
Panelist password:	
Panelist numeric password:	989608
Video Address:	478337557@dcnet.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) 1-650-479-3208 Show all global call-in numbers Access code: 478 337 557
Maximum number of registrants:	10000

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

You can edit the email templates in your Webex Events homepage.

Use the dropdown to find the template you need to edit.

New User Reference

▼ Attend an Event
List of Events
Unlisted Events
Search

▼ Host an Event
Schedule an Event
Site Events
Email Templates
Registration Questions
Survey Questions
My Event Recordings

Email Templates

The page contains the email templates set up by your site administrator. You can view and edit them. The changes you make automatically apply to any new event.

For: First Reminder ◆

HTML Email Templates:

First Reminder#1
First Reminder#2
First Reminder#3

Plain Text Email Templates:

First Reminder#1
First Reminder#2
First Reminder#3

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When you're ready to start your event you can find your upcoming events on your **homepage** or **meetings** page.

Cancel an event.

1. Log into dcnet.webex.com.
2. Select My Webex > My Meetings.
3. Check the check box next to the event you want to cancel, select Delete, and confirm.
4. Select email notification options.

Edit an event.

1. Log into dcnet.webex.com.
2. Select My Webex > My Meetings.
3. Find your event and select Edit Event.

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How participants join an event.

Attendees and panelists can join a Webex event from your email invitation, or from their mobile device.

Each attendee and panelist you invite will receive an email that looks similar to the image to the right.

1. Select the join link in your email invitation.

2. Select Join Now.

Or the attendee can join by phone.

Date and Time:
Monday, December 4, 2017 4:15 pm, Pacific Standard Time (San Francisco, GMT-08:00)
Event number: 152 618 575
Registration ID: This event does not require a registration ID
Event password: gPeim26P

To join the online event

Click here to join the online event.
Or copy and paste the following link to a browser:
https://go.webex.com/go/onstage/g.php?MTID=e682f5cbf74f5161f98c47ca4c0fee8e9

To view in other time zones or languages, please click the link:
https://go.webex.com/go/onstage/g.php?MTID=e88c0b3f981118c8219331d25e5dcba98

To join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
US Toll Free: 1-877-668-4488
US Toll: +1-415-655-0000
Global call-in numbers: https://go.webex.com/go/globalcallin.php?serviceType=EC&ED=220076712&tollFree=1
Toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.pdf
Access code: 152 618 575

Event Information

Event:	ANC9 Thurs MEeting
Type:	Listed Event
Event address for attendees:	https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e78ed64b2bcd341d391d2489616210fd3
Event address for panelists:	https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e5fbde84621b7b60bfecb7ec85eb29721
Date and time:	Thursday, April 9, 2020 7:00 pm Eastern Daylight Time (New York, GMT-04:00)
Duration:	1 hour
Description:	
Event number:	470 834 522
Event password:	PVs22PvMy6g
Host key:	126478
Panelist Info:	
Panelist password:	
Panelist numeric password:	475568
Video Address:	470834522@dcnet.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) 1-650-479-3208 Show all global call-in numbers Access code: 470 834 522

If you do not have a list of invitees and you do not require registration, you can simply email or post the event link and call-in information after you schedule the event.

Your event details will appear after you successfully schedule your event.

For details on how to address some technical issues or distractions that arise for participants joining go to:

help.webex.com/en-us/sfpl5eb/Address-Issues-and-Distractions-in-Cisco-Webex-Events

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How to communicate with participants during an event.

As a host of a Webex event, you can communicate with your attendees through polls, sharing content, or asking for feedback to ensure that they're understanding your presentation.
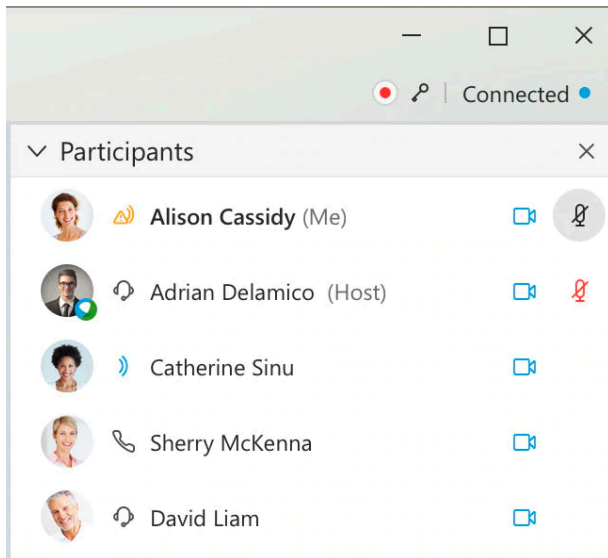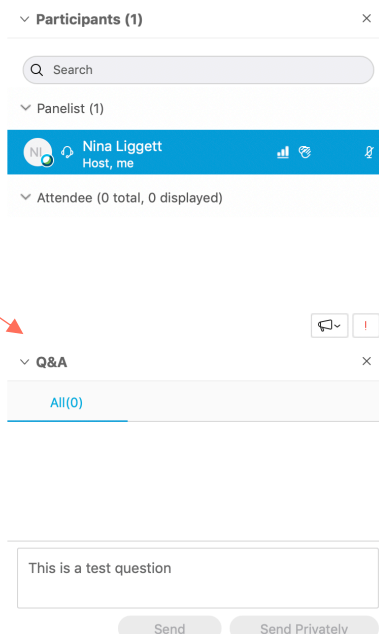
To Mute or to Unmute

1. Remember when scheduling your event your checked "Mute All upon Entry" to control distractions from background noises.

2. When you mute participants in Webex Events, **only you can unmute them.** They can't unmute themselves.

3. As host you can mute and unmute a participant from the participant panel and clicking the microphone next to them.

Notes:

Chat and Q&A boxes can be found in the right-hand popup window where the participant list appears.

For instructions on how to conduct a poll or Q&A session go to:

help.webex.com/en-us/nd8133t/Best-Practices-for-Communicating-with-Participants-in-Cisco-Webex-Events