Guidelines for Attendees and POM-hubs

Before meeting
- Test your connection and hardware at the WebEx test link: https://www.webex.com/test-meeting.html

Day of event
A WebEx link specific to the meeting will be sent to everyone who registered for the event approximately 1-2 weeks in advance of the event. If you do not receive a link by January 8th, please email Andrea Armani at armani@usc.edu.

Joining the Event
- Click on the Event link to join. You can join 10 minutes prior to the start of the event

Asking a Question via the Q&A Panel
During the event, you can send your questions to the moderator in the Q&A panel directly in the WebEx interface (Figure). Questions will be addressed at the end of the presentation by the moderator.
- Open the Q&A Panel
- On the Q&A Panel, type your question in the text box
- (Optional) To edit your question, highlight the text you want to edit, and then right-click (Windows) or select ctrl and then click (Mac) to use the editing commands in the menu
- In the Ask drop-down list, select the recipient, and then select Send.

Figure: WebEx interface with the Q&A panel highlighted in yellow.
Recommendations to ensure minimal issues during the event

- Use wired internet instead of wireless for best connection
- Close other computer programs and browser tabs