

## **Instruction sheet for webex presentation**

First of all, make sure that webex works on your device and that you are using the same device on the day of the event.

You will receive a link from us for a webex meeting.  
Open this link and join the meeting.

It's important that you close all other browser windows alongside and focus on your performance now.

You can follow the livestream via the Webex Meeting. Please do not use an extra browser, because it can lead to a sound echo. In addition, the livestream that the viewers see has a time delay of a few seconds.

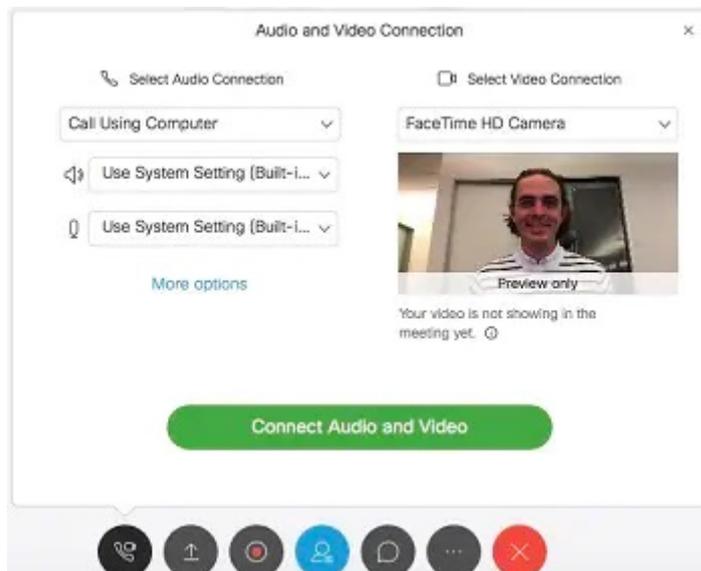
### Inside Webex:

#### **Connect to Audio and Video in Cisco Webex Meetings**

When you start or join a meeting, you'll see the Audio and Video Connection page. On this page, you can choose how to connect your audio and video.

##### STEP 1

From the Select Audio Connection drop-down list, select your audio connection.



If you select Call Using Computer and you're using WBS39.5.x and earlier sites, you can easily connect to your computer's default audio devices by using the Use System Setting option for your speakers and microphone.

## STEP 2

From the Select Video Connection drop-down list, select your video connection.

Select Video Connection

Integrated Camera ▼

Integrated Camera ✓

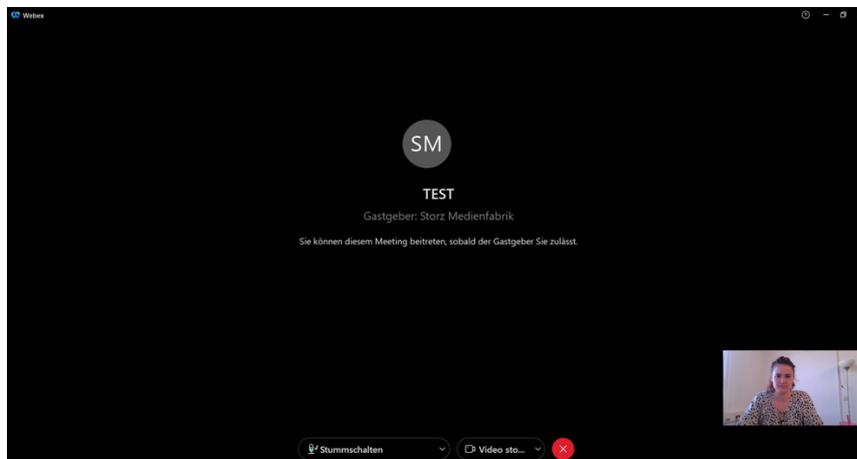
No Video

Select Connect Audio, Start My Video, or Connect Audio and Video.

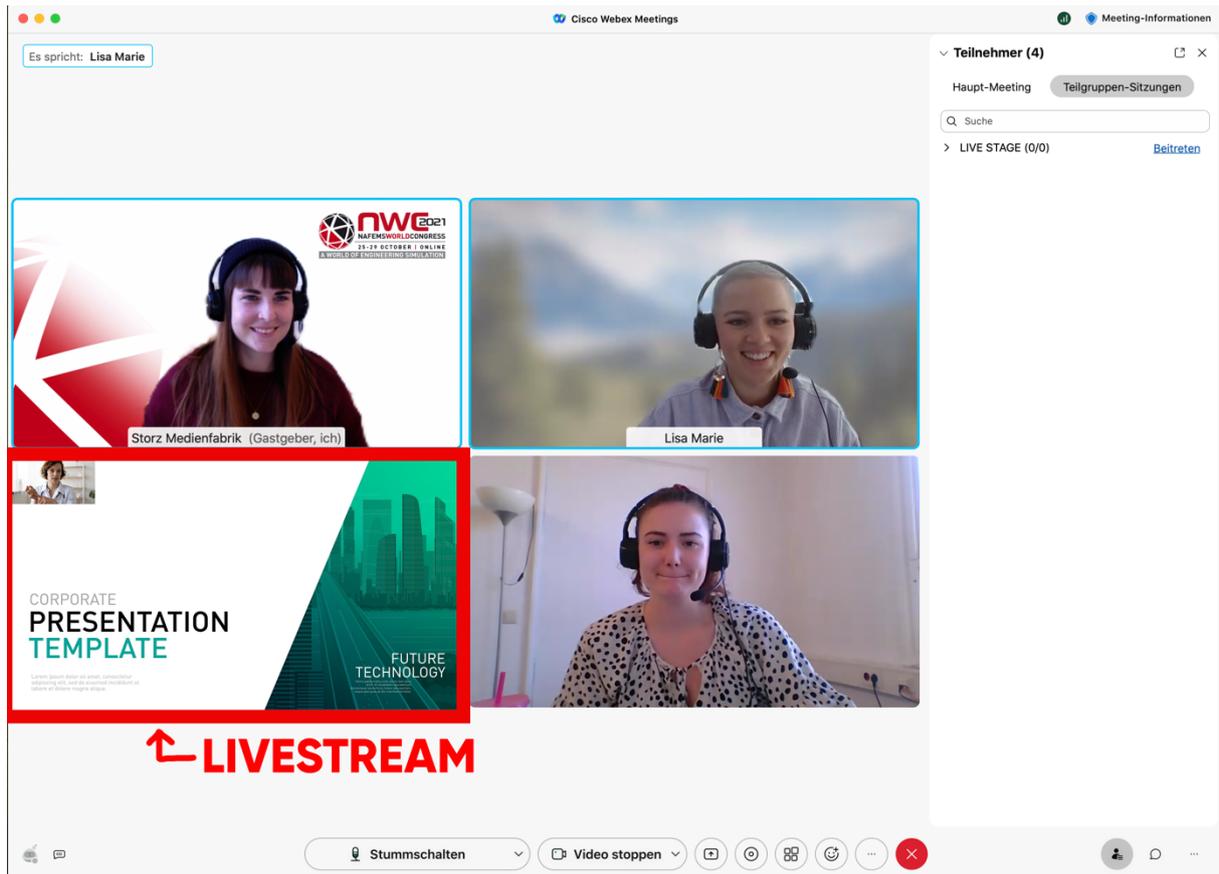
If you selected Call My Video System for the audio connection, it may take 5-10 seconds from the time you answer the call until the connection is established. For the 5-10 seconds, the call is put on hold.

Your audio and video selections are saved for your next meeting on this site.

## Entering the Backstage Lobby



The Technical Support will admit you to the Backstage Lobby. In the meeting you are directly in the backstage lobby. This is where all speakers of a session meet. In addition, the chairman and a technical support are located here in the room. In the backstage you can talk, and you will see the livestream of the event.



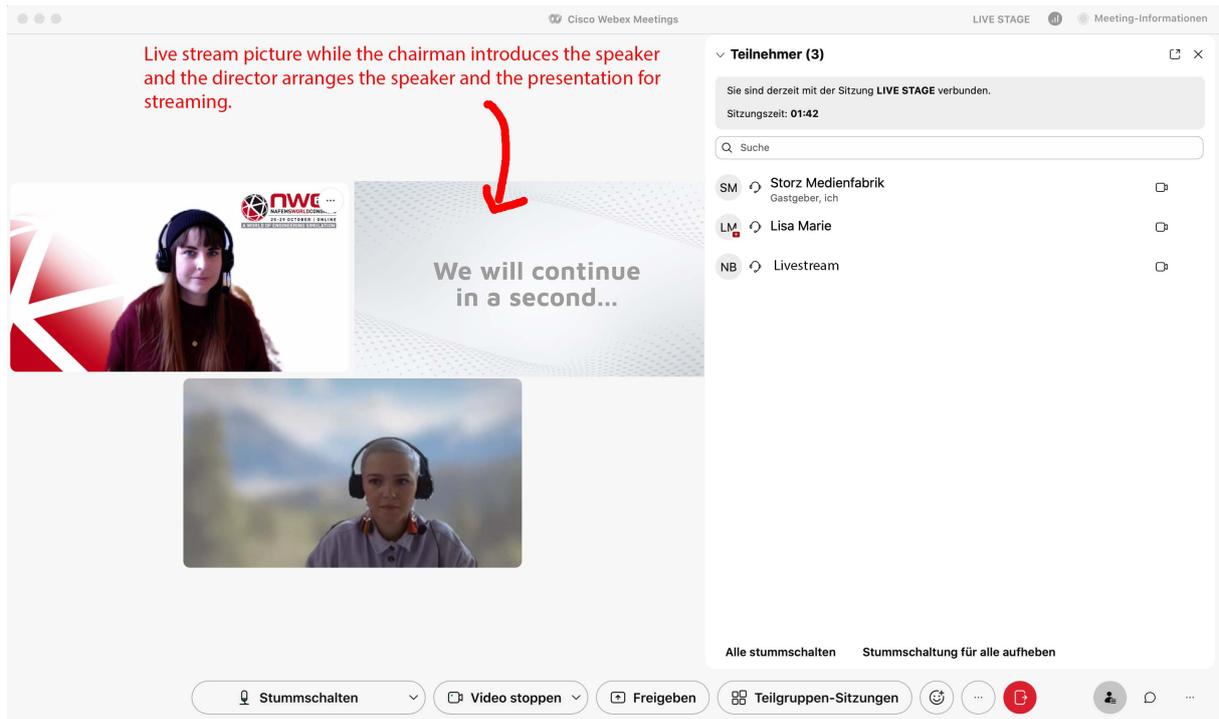
Technical Support will test again with all speakers, does the picture work, the audio work and can the presentation be shared?

If everything works, you just wait until the technical support sends you to the stage. You must accept the request to enter the stage.

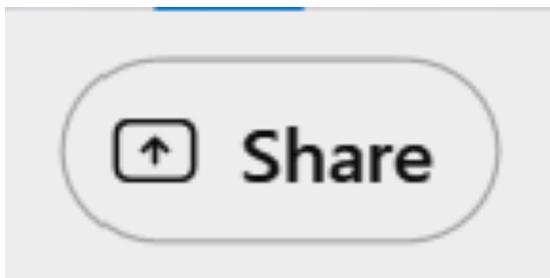
**Breakout sessions have started** ✕

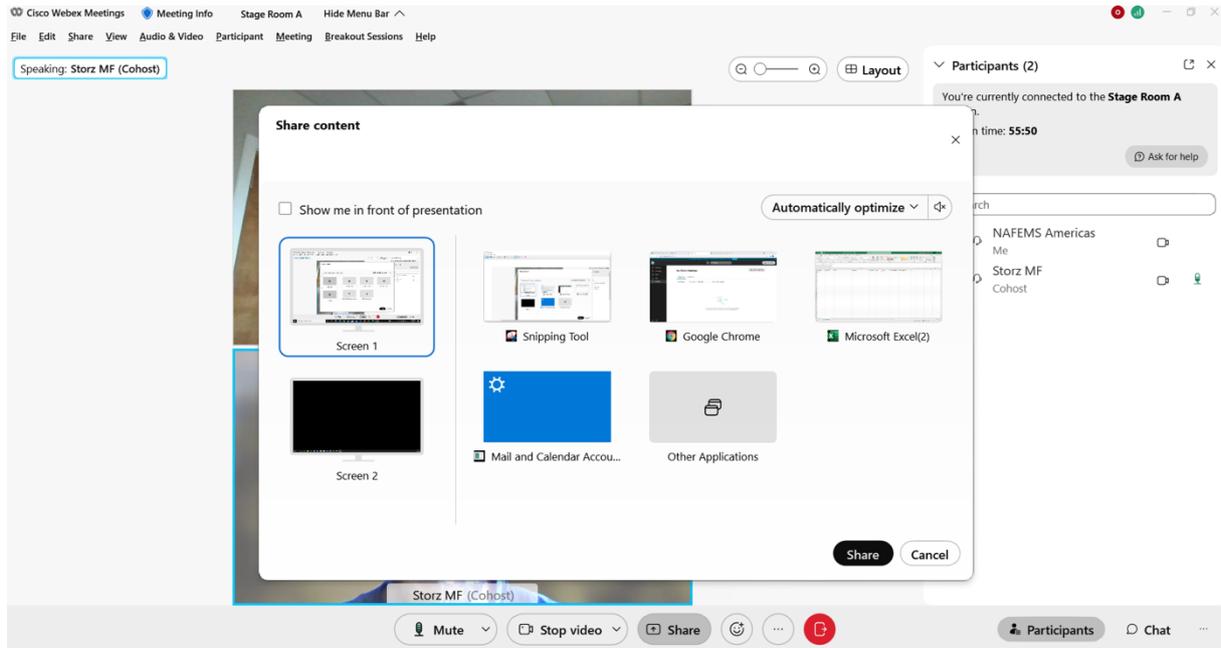
You're assigned to the **Stage Room A** session. You can join now, or you can join later from the participants list.

Join now
Join later



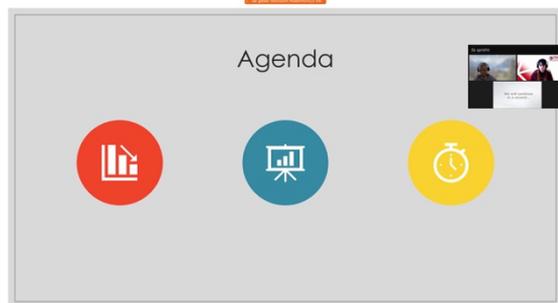
When you are on stage, it is important that you **immediately share your presentation** so that the control room can set up the livestream image.



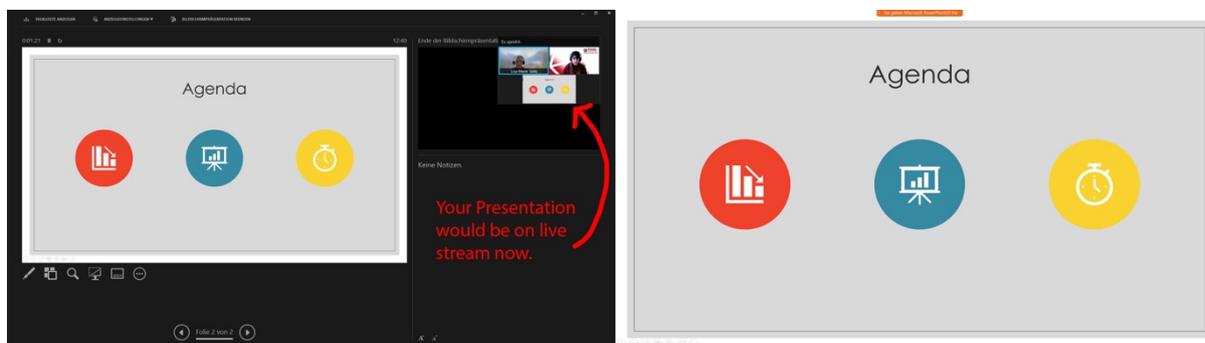


**IMPORTANT: everything you say now is LIVE** and audible for all audience members! Wait until the chairman announces you and then start directly with your presentation.

View with one screen.



View if you have two screens.



**Keep your presentation open all the time on stage!**

After the presentation follows the Q&A.

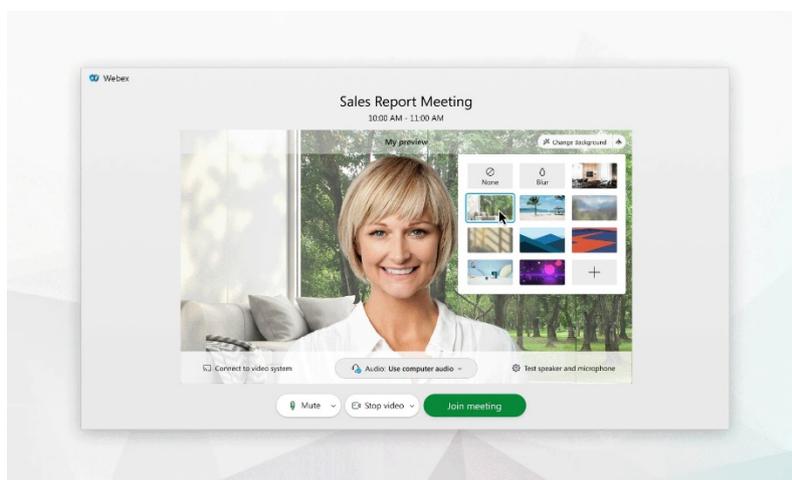
The chairman picks up questions from the audience via a backend. He asks them to you.

After the Q&A you will be automatically removed from the stage again. Back in the Backstage, you can then leave the webex conference.

## Use a Virtual Background in the Cisco Webex Meetings Suite

Blurring your background makes your surroundings appear out of focus so people can't see the details of what's going on behind you. Alternatively, you can completely replace your surroundings with one of the preset backgrounds, or add one of your own.

Using a virtual background increases the CPU usage of your computer or mobile device and therefore may impact your battery life.



### STEP 1

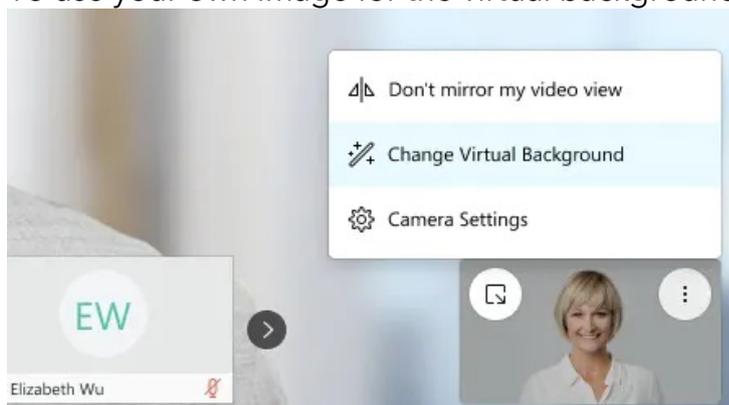
In your self-view window, click the Video options icon, choose Change Virtual Background, and do one of the following:

### STEP 2

To blur your surroundings while remaining in focus, click Blur.

To use a default virtual background, click the one you want.

To use your own image for the virtual background, tap the + icon.

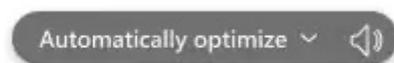


## Share your screen or presentation

Go to Share-Button and select Optimize for **text and images** or **Optimize for motion and video**.

If you're sharing your screen or an application to play a video or an animation, select **Optimize for motion and video**. Video playback is smoother because of the higher frame rate. If you don't optimize for motion and video, Webex optimizes your content for text and images.

If you selected **Optimize for motion and video** and your content includes sound, check the **Share your computer audio** check box.



We recommend this option if you're sharing a video or animation that has sound. Everyone can hear what you're sharing through the Webex Audio conference, whether they join from a phone, VoIP, or a video system.

Mac users: The first time that you choose to share your computer audio, Webex prompts you to install audio drivers. Select Install and follow the on-screen instructions, or select Cancel.

While you are sharing content you find the control bar on top of screen.



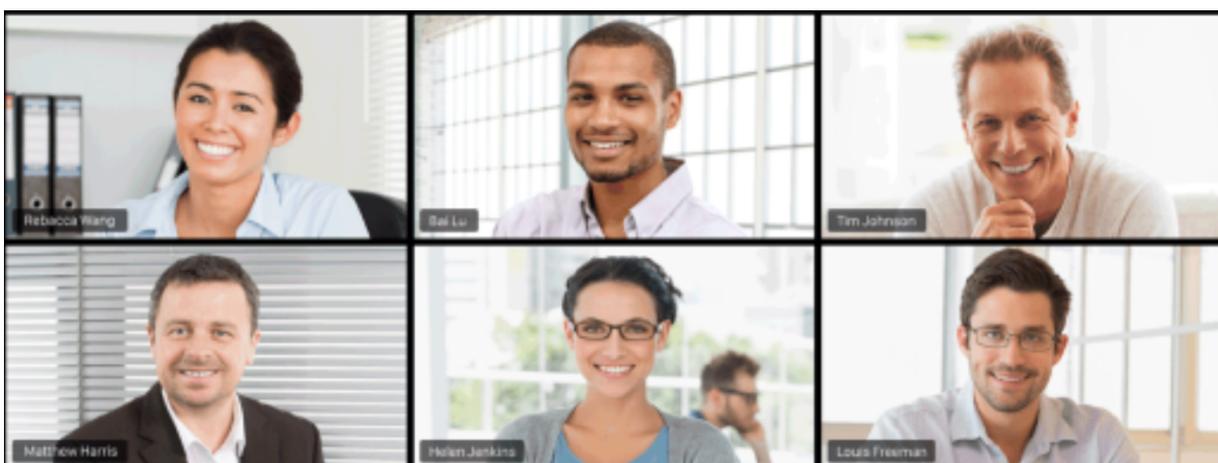
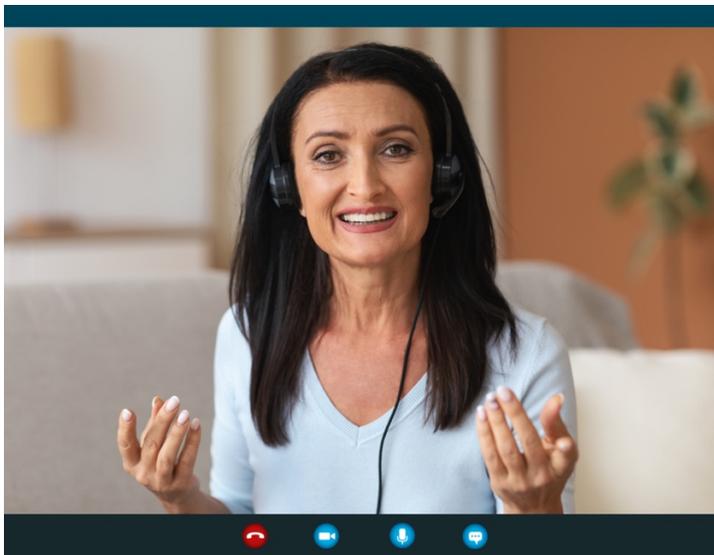
**In the following you will find some things to consider.  
Please read the paper carefully.**

### **IMPORTANT:**

- The trainings should be under the same conditions as the situation at the event in October. (VPN, Firewall, Location)

- Please remember the **time zones**. Agenda times are in CEST (Berlin).
- Videos must be integrated into the PowerPoint presentation.
- Use a **headset** for good sound quality.  
Please do not use Air Pods.
- You might also be able to switch back and forth between the camera image and the presentation.
- Please make sure you have a tidy, **clean background**. Ideally white.
- Make sure you can be seen clearly and that your face is evenly lit.  
Set up an **extra light** if necessary.
- Ideally, place the **camera at eye level** and make sure the area between your head and the top of the frame is no more than a hand's width.  
(see examples on next page)
- **Avoid background noise** (close windows & doors, mute phones).
- Please **share** not only your **presentation** but also your **camera image**. The audience wants to feel picked up and addressed.
- If you are put on live stage please share your presentation (screen) immediately.
- Remember: You are giving your presentation in front of a real audience, all of whom are sitting at home or in office in front of their PCs. Be motivated, use gestures and make your presentation as interesting as possible. Feel free to give the lecture standing up. Watching lectures online can quickly become exhausting and soporific for the viewer. Avoid using a monotone voice.
- Smile

Examples of a good image:



### **How will the spectators of the event see me?**

During your presentation, the audience will see either the chairman (for the announcement), you (during the presentation) or you and your presentation picture in picture.

