# Interested in joining IEEE Conferences Committee Meetings?

*Here's how to...*

IEEE
Advancing Technology for Humanity

# Access Meeting details via TA Ops Site

*IEEE Conferences Committee*

▶ [IEEE Technical Activities Operations Site - http://ta.ieee.org/meetings](http://ta.ieee.org/meetings)

*typical protocol is to have committee agendas posted 2-weeks prior to "official" meeting*

# Follow Remote Access Instructions

*IEEE Conferences Committee*

▶ Once access agenda *using your IEEE credentials*, refer to "Pre Meeting Items" on agenda
- Remote Access Instructions and Housekeeping
- Supporting Document Link

# How to Join the Virtual Webex Event

*Follow these Steps; easy as 1, 2, 3*

**1**

**Visual – JOIN WEBEX EVENT**
- **1st click on the custom url to Join Meeting**

*Then follow below steps to connect to audio*

**2**

**Audio – CONNECT / RECEIVE A CALL BACK**
- **2nd select Audio Connection for call back**

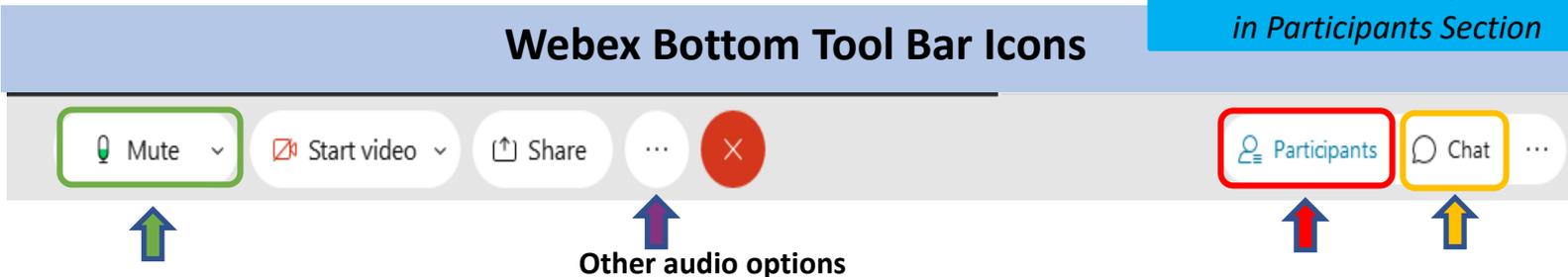*You've joined the webinar (audio and visual)*

**3**

**Use Features & icons – DURING EVENT**
- **3rd use features;** *lines MUTED upon entry*
  - **"Raise Hand"** to speak; wait to be recognized
    - *Feature under Participants Section*

*Raise Hand feature*
*in Participants Section*

## Webex Bottom Tool Bar Icons

Mute | Start video | Share | ⋯ | ✕ | Participants | Chat | ⋯

**Other audio options**

4

# General Information

*IEEE Conferences Committee Meeting*

▶ **Attendees**

- *Not able* to Mute and Unmute *(will be muted upon entry)*
- Use "**Hand Raise**" feature to indicate you would like to speak; *wait to be recognized*

▶ **Panelists**

- *Able* to Mute and Unmute *(will be muted upon entry)*
- Use "**Hand Raise**" feature to indicate you would like to speak; *wait to be recognized*
- The following positions will be ELEVATED from Attendee to Panelists:
  - IEEE Conferences Committee Members
  - Subcommittee Chairs and Ad Hoc Chairs
  - Key staff
  - Presenters

▶ If needed, **Chat to "*All Participants*" to ensure it goes to all;** *Chat to Host for Technical Issues*

- *Chat to "All Panelists" does NOT go to Attendees (Only those in Panelist Section)*
- *Chat to "All Attendees" does NOT go to Panelists or Host; be sure to Chat to **All Participants to be safe***