

Interested in joining IEEE Conferences Committee Meetings?

Here's how to...

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

The screenshot shows the IEEE Technical Activities Operations (TA Ops) website. The page title is "IEEE Technical Activities Operations BETA SITE". The navigation menu includes "Home", "News", "Meetings", "Operations", "Metrics & Data", "Strategic Planning", "Volunteer Development", and "Contacts and Rosters". The "Meetings" link is highlighted with a red box and a red arrow. Below the navigation menu, there is a search bar and social media icons. The main content area is titled "Meetings" and contains a description of the calendar and a "TAB Meeting Series Information" section. The "TAB Meeting Series Information" section includes a "Next meeting series:" link and details for a meeting on 16-21 November, 2016, at the Hyatt Regency New Brunswick, New Brunswick, NJ, USA. Below this, there are tabs for "All Upcoming Meetings" and "All Past Meetings", with "All Upcoming Meetings" selected. A "Filter:" dropdown menu is also visible, with "Conferences Committee" selected. A table of meetings is displayed below, with columns for "Date(s)", "Meeting", and "Contact". The first meeting listed is on 2016-09-21, titled "IEEE Conferences Committee WebX IEEE Piscataway, NJ", with a contact of Jennifer Boone. The "Agenda" link is highlighted with a red box and a red arrow.

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



Piscataway, NJ, USA
WebEx

IEEE Conferences Committee
AGENDA
Final Agenda Approval: 14 July 2020
14 July 2020
9am - 11am (ET)

Pre Meeting Items						
#	Time	Submitter	Type	Presenter	Agenda Item	Supporting Documents
0	09:00	IEEE CON	Info	-	Remote Access Instructions and Housekeeping Slides (COMPLETED)	<ul style="list-style-type: none">▪ PPT: Remote Access Instructions and Housekeeping 109891
Action Agenda						
#	Time	Submitter	Type	Presenter	Agenda Item	Supporting Documents
1	09:00	IEEE CON	Procedural	Zhao	Roll Call, Welcome & 2020 Committee Introductions (COMPLETED)	<ul style="list-style-type: none">▪ PPT - Welcome 109892
2	09:05	IEEE CON	Motion	Zhao	Review & Adoption of Agenda (PASSED)	
3	09:06	IEEE CON	Motion	Zhao	Approval of Minutes from February 2020 Meeting (PASSED)	<ul style="list-style-type: none">▪ February 2020 Unapproved Minutes 109894
4	09:07	IEEE CON	Report	Zhao	Chair Remarks (includes update on COVID-19) (COMPLETED)	<ul style="list-style-type: none">▪ PPT - Chair Remarks 109895

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)

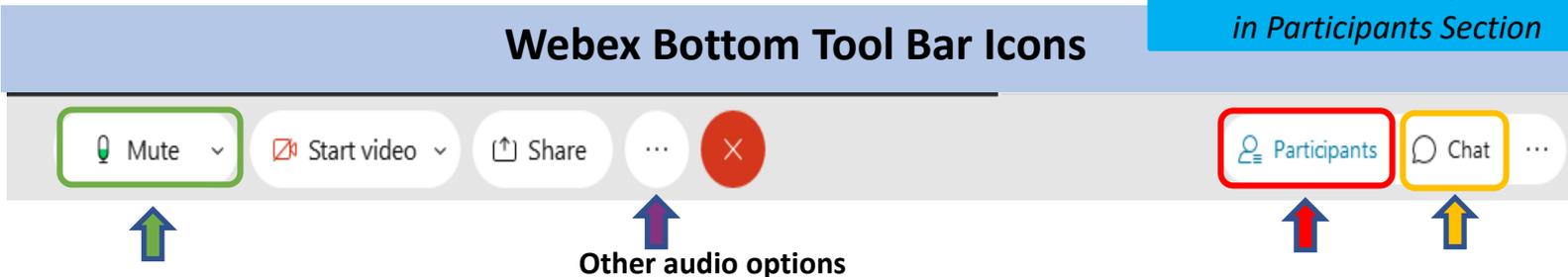
3

Use Features & icons – DURING EVENT

- 3rd use features; lines **MUTED** upon entry
 - **“Raise Hand”** to speak; wait to be recognized
 - Feature under Participants Section



Webex Bottom Tool Bar Icons



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***