Interested in joining IEEE Conferences Committee Meetings?

*Here’s how to...*
Access Meeting details via TA Ops Site

IEEE Conferences Committee


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

<table>
<thead>
<tr>
<th>Pre Meeting Items</th>
<th>Time</th>
<th>Submitter</th>
<th>Type</th>
<th>Presenter</th>
<th>Agenda Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>09:00</td>
<td>IEEE CON</td>
<td>Info</td>
<td>-</td>
<td>Remote Access Instructions and Housekeeping Slides (COMPLETED)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Agenda</th>
<th>Time</th>
<th>Submitter</th>
<th>Type</th>
<th>Presenter</th>
<th>Agenda Item</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>09:00</td>
<td>IEEE CON</td>
<td>Procedural</td>
<td>Zhao</td>
<td>Roll Call, Welcome &amp; 2020 Committee Introductions (COMPLETED)</td>
<td>PPT - Welcome</td>
</tr>
<tr>
<td>2</td>
<td>09:05</td>
<td>IEEE CON</td>
<td>Motion</td>
<td>Zhao</td>
<td>Review &amp; Adoption of Agenda (PASSED)</td>
<td>109892</td>
</tr>
<tr>
<td>3</td>
<td>09:06</td>
<td>IEEE CON</td>
<td>Motion</td>
<td>Zhao</td>
<td>Approval of Minutes from February 2020 Meeting (PASSED)</td>
<td>February 2020 Unapproved Minutes 109894</td>
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<tr>
<td>4</td>
<td>09:07</td>
<td>IEEE CON</td>
<td>Report</td>
<td>Zhao</td>
<td>Chair Remarks (includes update on COVID-19) (COMPLETED)</td>
<td>PPT - Chair Remarks 109895</td>
</tr>
</tbody>
</table>
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:

- Mute
- Start video
- Share
- …
- X
- Participants
- Chat
- …

Other audio options
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**