

SAE INTERNATIONAL

PRESENTING ON WEBEX

TIPS FOR SUCCESSFUL EXPERIENCE



Preferred Browsers



Google Chrome Browser

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Firefox®

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PRIOR TO PRESENTATION DAY

Run a Speed Test

- Use the health checker feature to test your Wi-Fi connection
 - Go to <https://mediatest.ciscospark.com/#/main>
- You can also use internet-based speed tests to check connection speeds.



<https://www.komando.com/lifestyle-reviews/test-your-internet-connection-speed-2/263712/>

Check Your Set Up

- Where will you take the meeting?
 - Corner of your room, kitchen table, an office, etc.
 - Is the area quiet and free from distractions?
- What equipment will you need?
 - Laptop/desktop, headphones with microphone, phone
- What documents or software will you want to share during the meeting?
 - Have those documents ready for screensharing on presentation day

Set a Reminder

- If you don't already have a calendar appointment set for a reminder – Set an appointment to login for your scheduled appointment. 5 minutes is a good standard practice.



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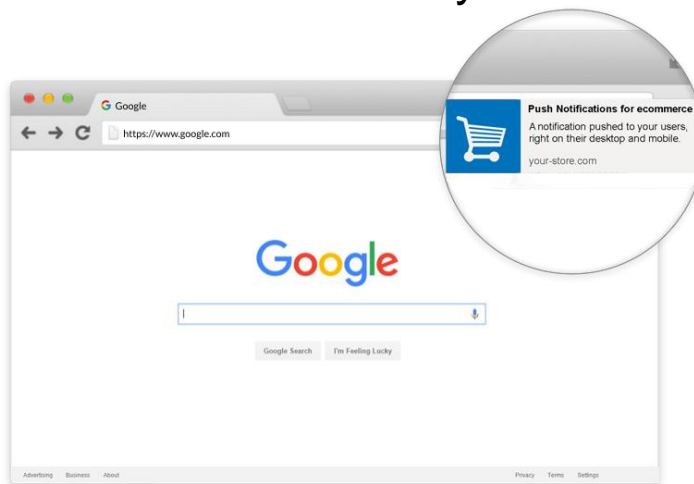
Listen to Your Appt. Reminder

Being logged in at least 5 minutes to your scheduled time is a great practice. Here are things you need to know pending on the platform being used:

- **For WebEx Training (used for Design Events)** you will not be able to join immediately due to the room possibly being locked. If the room is locked, you will get a message stating meeting is restricted and you will have to try again.
- **For WebEx Teams (used for Cost and Presentation Events)** you will be able to be logged into your account however you will need to wait for the volunteers to activate the call before you will see a **Join Meeting** button.

Close Background Applications

- Applications running on your device are impacting internet and computer speed.
 - Close any applications and browser sessions that you are not using for the best experience.
 - Shut off all notifications



Audio and Camera/Video

- No matter which WebEx Platform used
 - Audio via computer is encouraged
 - Camera/video is not be mandatory
 - **For WebEx Training (used for Design Events)**
 - Participants are encouraged to join via computer audio however can call via phone. Phone and Computer must be synced by following prompts.
 - Camera/video is not available in breakout rooms.
 - **For WebEx Teams (used for Cost and Presentation Events)**
 - Participants can only join via computer audio.
 - Camera/video while presenting slides is not required but encouraged.

Turn Off VPN

- If you are using a VPN your employer or university have provided you be aware it can limit your bandwidth
 - WebEx recommends turning off the VPN for best experience.



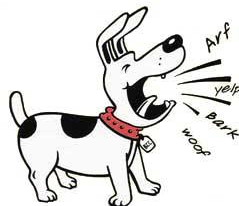
<https://computer.howstuffworks.com/vpn.htm>

Reduce Outside Distractions

- Reduce simultaneous streaming of activities.
 - If you're joining a meeting and your family is also home, ask them to hold off on streaming anything OR consider downloading shows, movies and music for off-line watching to save bandwidth during your assigned meeting time.
 - Shut off notifications
 - Try and eliminate as much as possible external noise



<https://griddaily.com/the-streaming-services-are-getting-out-of-hand/>



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Contact Us

- Each team point of contact will be receiving individual emails with additional instructions specific to each WebEx Platform.
 - Contact us if having issues inviting other team members.
 - Contact us if wanting to test connections prior to your scheduled meeting.
 - SAE will be conducting some team trainings
 - Contact us if having issues connecting on presentation day.

Work Cited

Cisco Webex. “Best Practices.” *Webex*, Cisco, 22 Mar. 2020, www.webex.com/learn/best-practices.html.