



CHNT

Conference on Cultural Heritage and New Technologies
November 4-6, 2020 | Vienna, Austria

25

VIRTUAL

INSTRUCTIONS: WEBEX FOR SPEAKER

Basic and technical information

To participate in the event via Webex, you do not need an app installation.
A participation via browser is possible, but we recommend the installation of the add-on.

The best results you get with following browsers: Edge, Firefox, Chrome

If you want to test Webex in advance, please use the following link:
<https://www.webex.com/test-meeting.html>

Please get on board about 20 minutes before the event starts.

Registration for channels

You will get an email invitation from Webex for each conference day and each relevant channel.

Each email contains a "Register" button that allows you to register for the selected day and channel. Please make sure to register for the days/channels well before the conference starts. But reminder emails are also sent by the conference organisers at least 30 minutes before each channel starts.

Each channel will open 30 minutes before its start. It's not possible to enter the session before.

If you had selected to participate in/to held a training when registering for the conference, you will get an email with the access information.

Want to meet?

You miss being part of the crowd and chatting about your newest projects as well as making new connections?

In every coffee break you have the chance to meet other participants in the virtual coffee room: <https://meet.wien.gv.at>

Just enter the following conference ID: **91643204**

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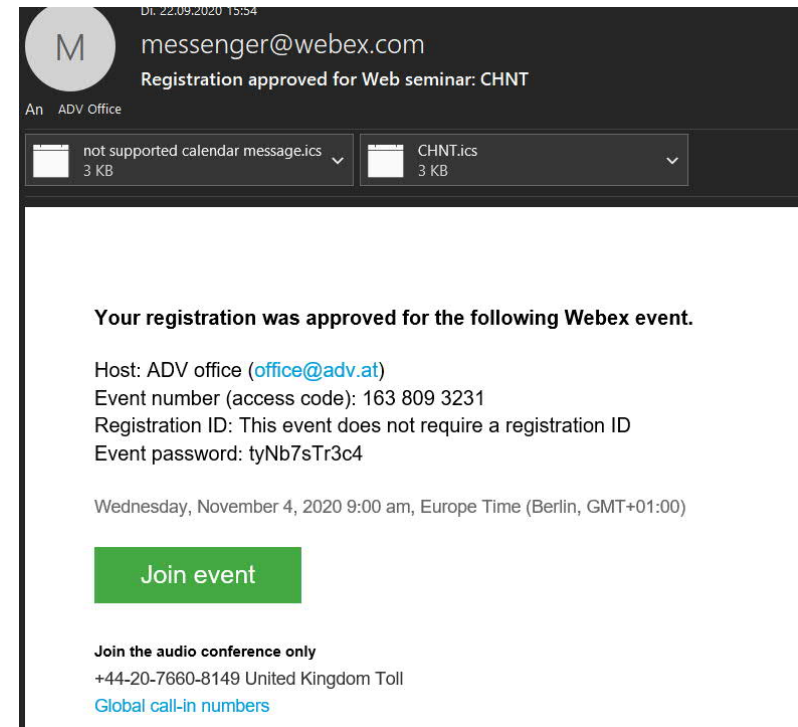
VIRTUAL

INSTRUCTIONS: USING THE WEBEX ADD-ON

Registration

You will receive an invitation email from Webex after buying your CHNT-ticket. Please be patient, this may take a few days.

Do not worry if you do not find this email shortly before the event. You will receive a reminder about 30-60 minutes before the event begins with all necessary information to get started.



Join the event

Please click on "Join event" (green button)
in the invitation or reminder email.



Di: 22.09.2020 15:54
M messenger@webex.com
Registration approved for Web seminar: CHNT
An ADV Office

not supported calendar message.ics 3 KB
CHNT.ics 3 KB

Your registration was approved for the following Webex event.

Host: ADV office (office@adv.at)
Event number (access code): 163 809 3231
Registration ID: This event does not require a registration ID
Event password: tyNb7sTr3c4

Wednesday, November 4, 2020 9:00 am, Europe Time (Berlin, GMT+01:00)

Join event

Join the audio conference only
+44-20-7660-8149 United Kingdom Toll
[Global call-in numbers](#)



Join the event

You will be directed to the Webex site.
Please fill in your data (name + email).
Normally the event password is already filled in. If not, you find the password in your email.

Click „Join now“.

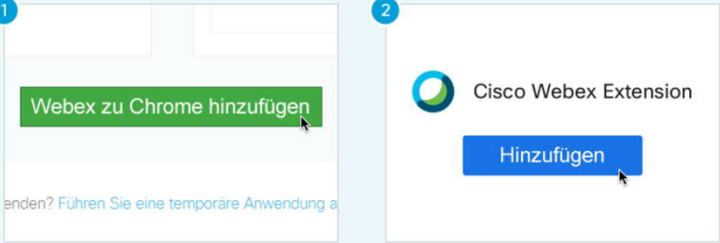
A screenshot of the Cisco Webex event registration page. The page title is "Event Information: Conference on Cultural Heritage and New Technologies 4th November - Channel 1 (Sessions)". Below the title, it says "Registration is required to join this event. If you have not registered, please do so now." There is a table with event details: Event status (Not started), Date and time (Wednesday, November 4, 2020 9:00 am), Program (Conference on Cultural Heritage and New Technologies), Duration (8 hours), and Description. To the right of the table is a "Join Event Now" button. Below the table, there is a "Join Event Now" form with fields for First name, Last name, Email address, and Event password. A red circle highlights the "Join Now" button, and another red circle highlights the "Event password" field. A red arrow points from the "Join Event Now" button to the "Join Event Now" form. Below the form, there is a "Register" button. At the bottom of the page, there is a note: "Before you join the event, please click here to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event." The Cisco Webex logo is in the top left corner.

Add the Webex add-on to your browser

Click „Add Webex to [Browsername]“.
The Webex add-on will be installed
for your browser. Please follow the
instructions.

Schritt 1 von 2: Webex zu Chrome hinzufügen

Führen Sie dieses Einmalverfahren aus, um schnell allen Webex-Meetings beitreten zu können.



1 Wählen Sie **Webex zu Chrome hinzufügen**.

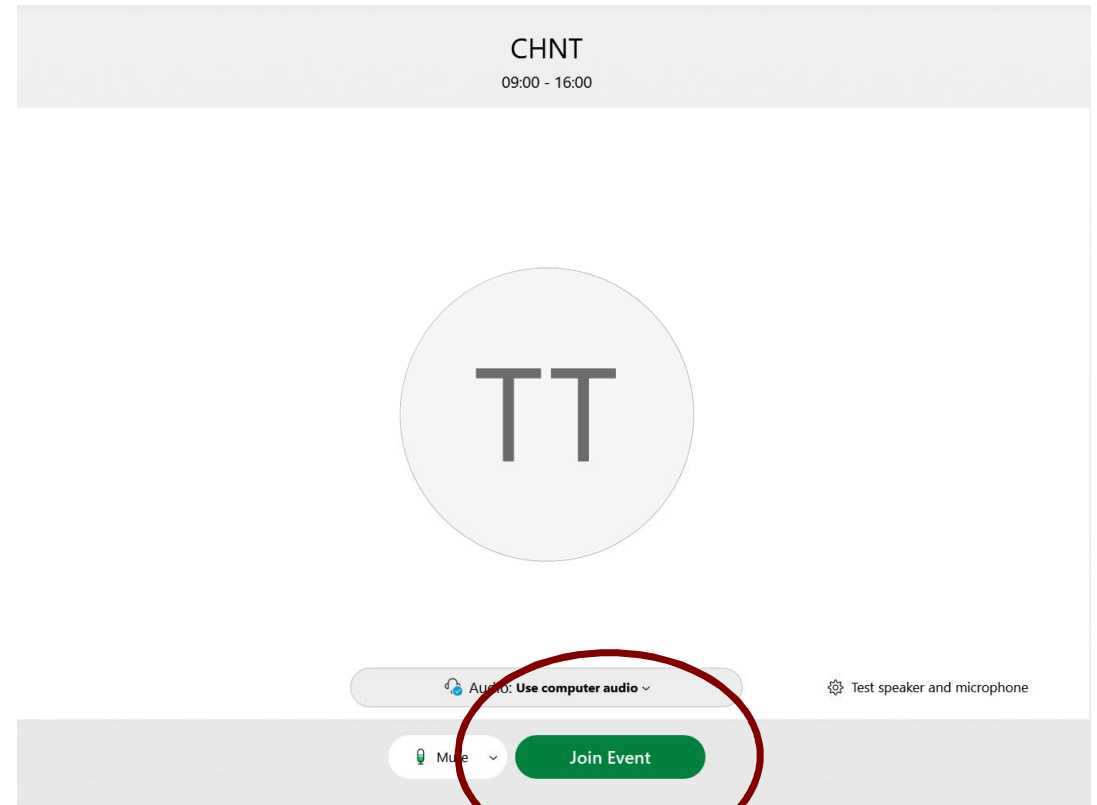
2 Wählen Sie **Hinzufügen** im Chrome-Store.

Webex zu Chrome hinzufügen

Möchten Sie keine Erweiterung verwenden? [Führen Sie eine temporäre Anwendung aus](#), um diesem Meeting beizutreten.

Finish!

A pop-up window opens. Please click on "Join Event". You have made it - enjoy the event!



Speaker preparation

- Please use Microsoft operating systems only.
- Set up a quiet place without background noise.
- Use only one screen (otherwise there may be problems controlling the presentation).
- Time for vanities: Test the camera ahead of the event.
 - Does the sun blind you?
 - What does the background look like?

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INSTRUCTIONS: USING YOUR BROWSER

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[Join event](#)

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Join the event

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Join the event

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Please fill in your data (name + email).
Normally the event password is already filled out. If not, you find the password in your email.

Click „Join by browser“.



Event Information: Conference on Cultural Heritage and New Technologies 4th November - Channel 1 (Sessions)

Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))
Date and time: Wednesday, November 4, 2020 9:00 am
Europe Time (Berlin, GMT+01:00)
[Change time zone](#)
Program: Conference on Cultural Heritage and New Technologies
Duration: 8 hours
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:
Last name:
Email address:
Event password:

[Join by browser](#) **NEW!**

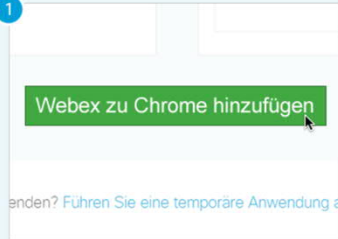
Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

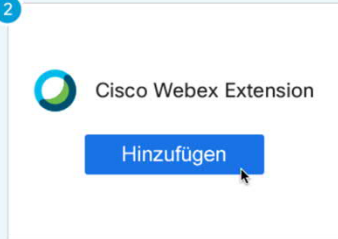
Open with your browser

Click the link „execute temporary application“. A pop-up will open. Please follow the instructions.

Schritt 1 von 2: Webex zu Chrome hinzufügen

Führen Sie dieses Einmalverfahren aus, um schnell allen Webex-Meetings beitreten zu können.

- 

Wählen Sie Webex zu Chrome hinzufügen.
- 

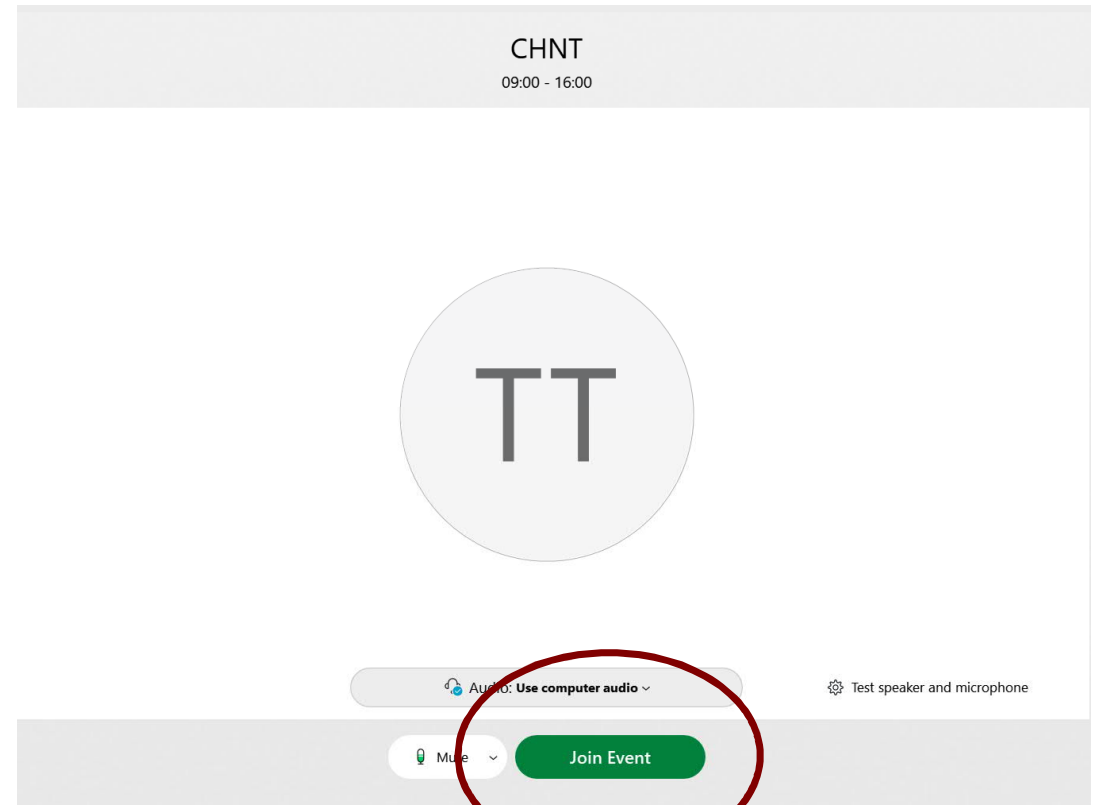
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Webex zu Chrome hinzufügen

Möchten Sie keine Erweiterung verwenden? [Führen Sie eine temporäre Anwendung aus](#), um diesem Meeting beizutreten.

Join the event

A pop-up window opens. Please click on "Join Event".





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INSTRUCTIONS: BEING PRESENTER/SPEAKER

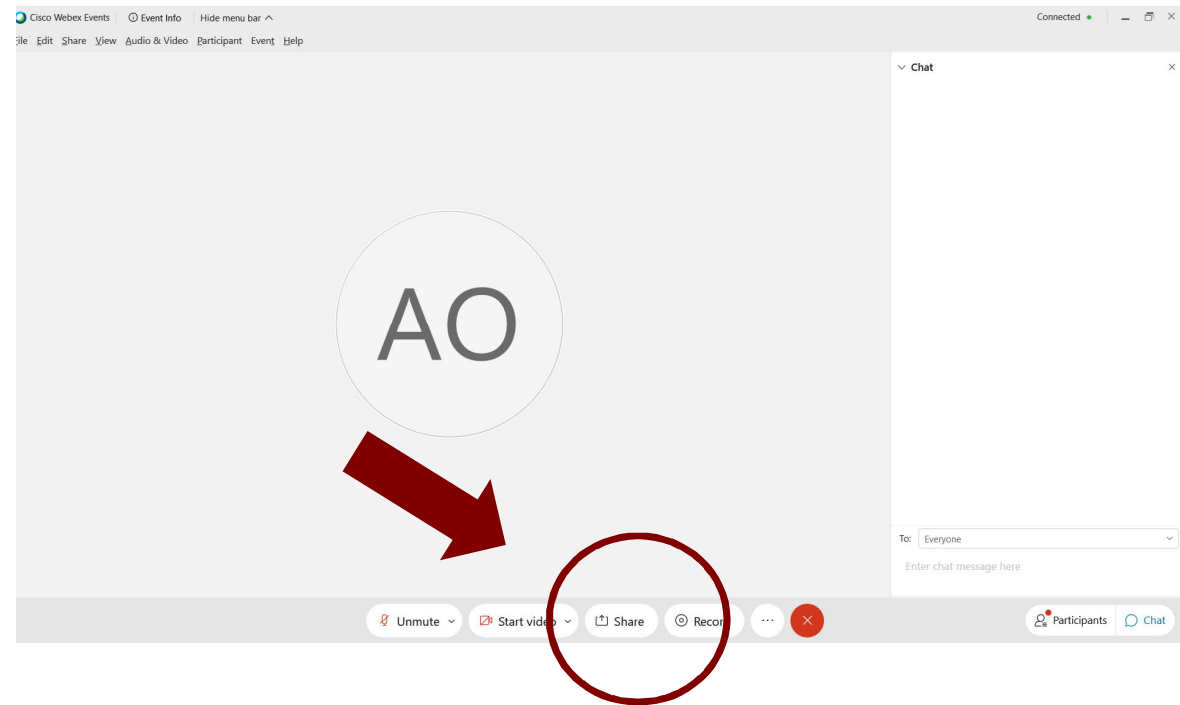
Advice for speakers

- You are a “regular participant” and muted when entering the event.
- Please have your presentation ready and close all other tabs.
- When it’s your turn, you will become “presenter”. Then you can share your slides.
- Please make sure that sound and video are switched on.
- Please have a little patience: It may take a few seconds before your video and screen sharing is visible.
- Please use only one screen or mirror the screens if you have two in use.

Starting your presentation

To share your screen, please click on the arrow and press "Share".

We recommend to share the presentation program only. If you want to show other features as well, please share the whole desktop and close all other tabs and programs.



After your presentation

To stop sharing the screen, move the mouse to the top of the screen and click "Stop sharing".

If no slides are shared, we will see you in close-up.

Please mute your microphone when becoming "regular participant" again.

