



**INNOVATIVE
MATERIAL MEETINGS**
NAGOYA

OCTOBER 12-14, 2021 / AICHI SKY EXPO

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WEBEX USER GUIDE

The **WebEx platform** – where you will conduct your virtual 1:1 meetings

How to attend your online meetings

Via our WebEx platform, you can either **host** the meeting or attend as **guest**. Please follow the below instructions very carefully.

How do you know if you are the host or the guest?

1. From [the matchmaking platform](#), go to **My Schedule** page.
2. Each planned meeting comes with a WebEx link that will take you to the virtual meeting room.
3. You are the **host** if the link starts with **LOG IN**.
4. You are the **guest** if the link starts with **VISIO GUEST**.

A. You are the host

1. You must sign out of your usual WebEx account
2. You must **SIGN IN** to your WebEx account using the login and password provided in the blue box on My Schedule page (matchmaking platform)
3. In your schedule, click on the meeting link (it starts with **LOG IN**), then enter the supplied login and password at the prompt. Failing to do this will not allow your guest to join the meeting.

B. You are the guest

1. Simply click on the meeting link (it starts with **VISIO GUEST**) and you'll be pulled into the meeting if the host has opened the meeting room.



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BEST PRACTICES FOR EFFECTIVE VIRTUAL MEETINGS

1. Make sure you have a **good internet connection** – you might need to close all other applications to ensure decent internet speed.
2. Make sure you have a **good webcam and mic** (through computer speakers and microphone or a headset / earphone if preferred).
3. Check for **proper lighting** (and possibly a neutral background).
4. If you're planning on **sharing your screen**, we suggest **preparing copies of the data or content being shared** (in case screen sharing does not work), so you may send them via email to the participants of your meeting.
5. These are business meetings, **be on time** and make sure you follow your schedule.
6. We encourage you logging in ahead of time and **test out your software** and system compatibility.