ANNEX III

GUIDANCE ON THE USE OF WEBEX

To get the best performance and experience:
☐ Use a desktop or mobile device with the latest updates installed.
☐ Use Google Chrome as the default browser.
☐ If you are attending your first Webex meeting, take a dry run. Join a Test Meeting at https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting
☐ Approach a virtual meeting with the same professionalism that you would an in-person meeting.

Technical notes:
☐ It is important that you test your setup before the call, including audio input/output hardware, camera and their configuration in the computer or device you will be using to connect to the event.
☐ If you cannot connect to a meeting, clear your browser settings and cache and try again.

<table>
<thead>
<tr>
<th>During the Meeting</th>
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<tbody>
<tr>
<td>Encourage “camera-on” and make eye contact</td>
<td>Be mindful that participants can see everything you’re doing</td>
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<tr>
<td>Opt for face-to-face conversation, and look into the camera when speaking rather than the self-view window.</td>
<td>Best to avoid multi-tasking and moving around too much when your camera is on.</td>
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<tr>
<td>Engage all meeting participants</td>
<td>When you want to join the discussion</td>
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<td>Check-in with attendees, solicit feedback and encourage discussion so that everyone feels included.</td>
<td>Wait for an opening to speak, post questions in the chat or use the “raise hand” feature to be recognized by the moderator.</td>
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<tr>
<td>Refrain from eating in front of the camera</td>
<td>Mute your microphone if you are not talking</td>
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<tr>
<td>Eating can take the focus off the discussion and on to you.</td>
<td>An open microphone opens the possibility of bringing background noise into the meeting.</td>
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</table>
**Before the Meeting**

- **Pick a location that is quiet, well-lit, uncluttered and distraction-free**
  Keep the focus on you and not your environment. Use the background blur tool.

- **Check your equipment and network connection**
  Ensure that your camera and microphone work, and select a location with good connectivity.

- **Position the camera so your image is centred**
  Preview how others will see you through the self-view window.

- **Keep your meeting invitation handy**
  You may need to refer to the details or contact the organizer.

- **Familiarize yourself with the software**
  If you need training, contact BCSS for support.

- **If you will be sharing your screen**
  Close windows and tabs that you do not want the other attendees to view.