**Cisco Webex Training Usage Guidelines**
*For Attendees*

The UNHABITAT PSUP Private Sector Partnership Forum is a three-day online event that will take on the form of a web conference through the Cisco Webex Training platform.

**GENERAL GUIDELINES**
1. Please use a personal computer or a laptop for the web conference
2. Please use a well-functioning headset or pair of earphones for the event to ensure good sound quality
3. You will be on mute by default for the whole duration of the event. Please use the raise hand function, chat box and Q&A box to communicate with the panelists anytime during the event.

**REGISTRATION**
You have been registered to the session as an **attendee.**

You will receive an attendee invitation email from Webex with the link you can use for all three days to access the online event.

**LOGGING INTO WEBEX TRAINING**
1. On the day of the event, click the attendee link in the invitation email you received to access the Webex event

2. Once the Webex program launches on your desktop, you will be connected to the audio conference automatically. You have the option to either mute or unmute yourself and to use your web cam

## OVERVIEW – WEBEX INTERFACE
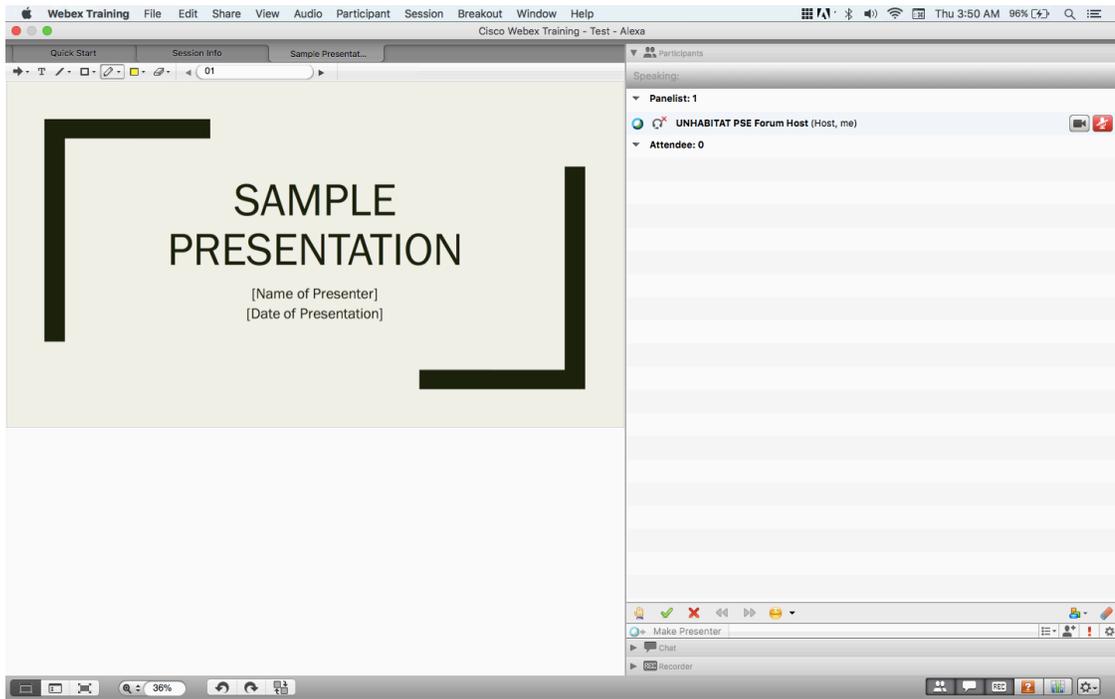


The Webex Training platform interface consists three main areas:

- the **tabs** at the top of the window where you can access the Webex Training functionalities through drop-down menus
- the **content area** in the middle where you can view content shared by the presenter such as Powerpoint files and video files
- **panels** on the right side which consist of the Participants, Chat, Q&A, Polling and Breakout Sessions panels

## AUDIO CONFERENCE
1. You will be connected to the audio automatically upon entering the session

2. Attendees are on mute by default.

You may communicate with the Host through the Chat if you're having difficulty hearing the audio.

## VIEWING CONTENT
You will be able to view shared content in the content area.

You may communicate with the Host through the Chat if you're having difficulty viewing shared content.

**CHAT**
1. The Chat function allows you to send and receive messages during the event
2. You may select the recipient/s of your message.
    a. All Panelists include the panelists listed in the Participants panel
    b. You may send a private chat message to the Host for any technical issues

**Q&A**
1. The Q&A box is where you can send your questions for the panelists regarding the presentation content
2. The moderator and the panelists will select the questions from the Q&A chat and will answer the questions
3. Attendees can send questions anytime during the event and interact with the panelists. For live Q&As, chat moderators will guide the session and pick out questions sent through the Q&A box.

**POLLING**
1. Presenters can opt to incorporate polls in their presentations to make the session more interactive. Question formats available in Webex include multiple choice (can be either single answer or multiple answers) and short text answers.

2. There is a set duration for the polls. We highly encourage your active participation. Results can be shared after the poll duration expires. The poll is live and participants

**BREAKOUT SESSIONS**
A breakout session is a private content sharing session that includes two or more participants, away from the main Webex Training session. Breakout sessions are conducted within the main Webex Training event, with most of the functionalities such as sharing files, whiteboards and applications, the chat, and the Q&A are still present. Multiple breakout sessions can occur at once.

Only those who are participating in a breakout session can view content.

Each breakout session should have an assigned presenter, and one or more attendees. The presenter can launch the breakout session assigned to them.

You will be assigned to the breakout room you indicated your interest in through the registration process. However, you can opt to leave the original breakout session you signed up for to join another breakout session running in parallel or to come back to the main training session.

## WEBEX ASSISTANCE – CONTACT

For any questions regarding Webex Training and technical issues, please reach out to:

Alexa Tamondong
alexa@assistasia,org

Technical assistance will also be available during the event. Please use the chat box to communicate with the Host if you will have technical issues.