



# Introduction





# IWW15 Interactions

- ❖ Web site with all presentations before and after IWW15
- ❖ Each presentation has a moderated comments section
- ❖ Slido for IWW15 Questions and Answers (Q&A) #
- ❖ In the questions please address **personally** where possible, e.g., @Ad
- ❖ WebEx for presentations, Q&A sessions and WG discussions
- ❖ Please make sure that your microphone (telephone) is tested, and always muted unless you present or ask a question
- ❖ The camera should be turned off during the meeting, unless you present or ask a question
- ❖ Please use the chat for communication, both private or everyone
- ❖ However, please use slido for plenary Q&A and not the chat





# WebEx presentation

- ❖ For presenting you can choose to:
  - 1) Share your screen yourself (test\* from 12 UTC or before 18 UTC to be sure)
  - 2) We show the slides while you present them (within a minute of your start)
- ❖ Open your presentation or ask **me**, well before you present
- ❖ Unmute and turn on your camera when asked
- ❖ Share your presentation application screen, e.g., powerpoint
- ❖ Present
- ❖ Mute and turn off your camera when ready
- ❖ **We have to be very strict on the time to make IWW fit all**

\* Note that sharing your screen depends on local security settings or the browser you use





# WebEx Chairing

- ❖ The two chairs divide the roles for:
  - 1) Timing the session (e.g., stopwatch/alarm on your telephone)
  - 2) Announcing the talks
- ❖ Take over each other's role in case of technical issues
- ❖ Agree on extra communication channel: WhatsApp, mail, Slack ..
- ❖ Turn on your camera and unmute for all communications
- ❖ **Minutes from Q&A and WG only or chair session summaries?**
- ❖ Mute and turn off your camera when ready
- ❖ The organizers will share the presenter's presentations in case of technical issues (< 1 min.) or when desired a priori

