

# Joining Arctic Futures Symposium 2020: a detailed guide



## Joining via Cisco Webex Meetings:

You can join a Cisco Webex Live Events meeting:

### *Via Laptop/Computer*

- Join the WebEx Events by clicking on the link in the email invitation you received. In some cases you may need to type the meeting number to join (the meeting number is provided by the host).
- While you can join using only a browser, it is better to install the Cisco Webex Events app on your computer, as this will give you a more user-friendly experience.
- You will be asked to type in your contact information (email and name) before joining the meeting if you have not logged in previously.
- If you are on a Mac, you need to make sure that the Cisco WebEx Events app has the right to access your microphone and your camera. You can do this by going under System Preferences → Security and Confidentiality → Confidentiality on your

Mac. On PCs the process should be automatic, but it would be best to check your settings in case it does not happen automatically.

### *Via mobile device*

- Make sure you have the Webex Meet app installed on your mobile device
- Copy+paste the URL provided in the email invitation into the Webex app.
- If you are asked to provide the meeting ID number, enter it.
- You will be asked to type in your contact information (email and name) before joining the meeting if you have not logged in.
- Click the **Join button**.

When the meeting is finished, participants can leave the meeting by clicking on the red circle with a white X at the bottom of the screen.

## Using Cisco Webex Meetings

### *The main window*

The focus of the main window will be the current presenter and the content they choose to share.

### Q&A

During the webinar session, you can send your questions to all or specific panelists in a Q & A session.

- Open the **Q & A** panel on the right-hand side of your screen in the Webex Meetings application.
- On the **Q & A** panel, type your question in the text box.
- To edit your question, highlight the text you want to edit, and then right-click (Windows) or select.
- **ctrl** and then click (Mac) to use the editing commands in the menu.
- In the **Ask** drop-down list, select the recipient **ALL PANELISTS**, and then select **Send**. NB: *For the symposium, we ask that you send questions to all panelists. We will have back office assistants monitoring all of the questions being asked, as a speaker may be too busy to notice when a question is being asked.*

When a panelist is typing an answer to a question, an in-progress indicator displays under that question. When answered, the Q changes from orange to blue. Any one particular question can be answered only once. The moment it gets answered, no further answers can be provided. All the questions and their respective answers will remain in the Q&A section until the end of that day's session.

The channel will remain open for as long as there's interest in the topics covered in the Symposium.

## Unable to join via the Webex Meetings Application?

If you are unable to connect to the symposium using the Webex Meetings application, we will also live stream the symposium on our YouTube channel:

<https://www.youtube.com/user/Polarfoundation>

You are welcome to send any questions you may have to speakers and moderators to [afs-qa@polarfoundation.org](mailto:afs-qa@polarfoundation.org).

## Slack

Because of the limited time slot we have for each panel, if any question remains unanswered during the Q&A, we have launched a Slack space for participants who wish to further continue the discussions.

[https://join.slack.com/t/arcticfutures-xn79029/shared\\_invite/zt-jt46jwo0-UCsnF7zc0PHDhA8CqIXw](https://join.slack.com/t/arcticfutures-xn79029/shared_invite/zt-jt46jwo0-UCsnF7zc0PHDhA8CqIXw)

All panelists and participants are encouraged to join the Slack channel.

