

# IEEE Region 8 Meeting

# IEEE Region 8 Meeting - *Processes*

## Panelists & Attendees

- All Panelists will have the ability to mute and unmute throughout the meeting. However, should remain on mute when not speaking
- All others will join as Attendees and lines will be muted upon entry

Meeting Host will:

- Unmute attendee lines during discussion, following the Q&A process as needed

## Q&A and Chat

- Questions will be asked via raise hand function **only**
- The meeting Chair will defer to the host following each agenda item to review questions and raised hands
- Unanswered questions can be entered in to the QA box and will be logged and answered offline
- Use the Chat box for TechSupport and for discussion amongst attendees

## Voting

- Voting will be conducted using the raise hand functionality within WebEx.
- You will raise your hand when you “object” to any given vote
- The Chair will turn to the meeting host following each voting item for confirmation of raised hands

# Useful WebEx Information

## *Raise Hand and Chat Features*

- ▶ Approval of the Consent Agenda and the Meeting Agenda will use the **Raise Hand** feature of WebEx
- ▶ You will raise your hand when you “**object**”
- ▶ To Practice:
  - Make sure the **Participants** list is showing
  - Click the hand on the bottom right of the **Participants** panel to raise your hand and click again to lower your hand
- ▶ Questions should be asked using **Raise hand function** or by entering in the **Q&A** panel
- ▶ **Chat** can also be used for Technical Support: Chat to TechSupport

