

OWN IT

Getting Started with Event Center

WebEx T30
2016

Course Goal

The Event Center class will show you the keys to successful online events. You'll learn everything from start to finish; scheduling and starting an event, conducting the event, and using WebEx tools for Practice Sessions and feedback.

Objectives

Table of Contents

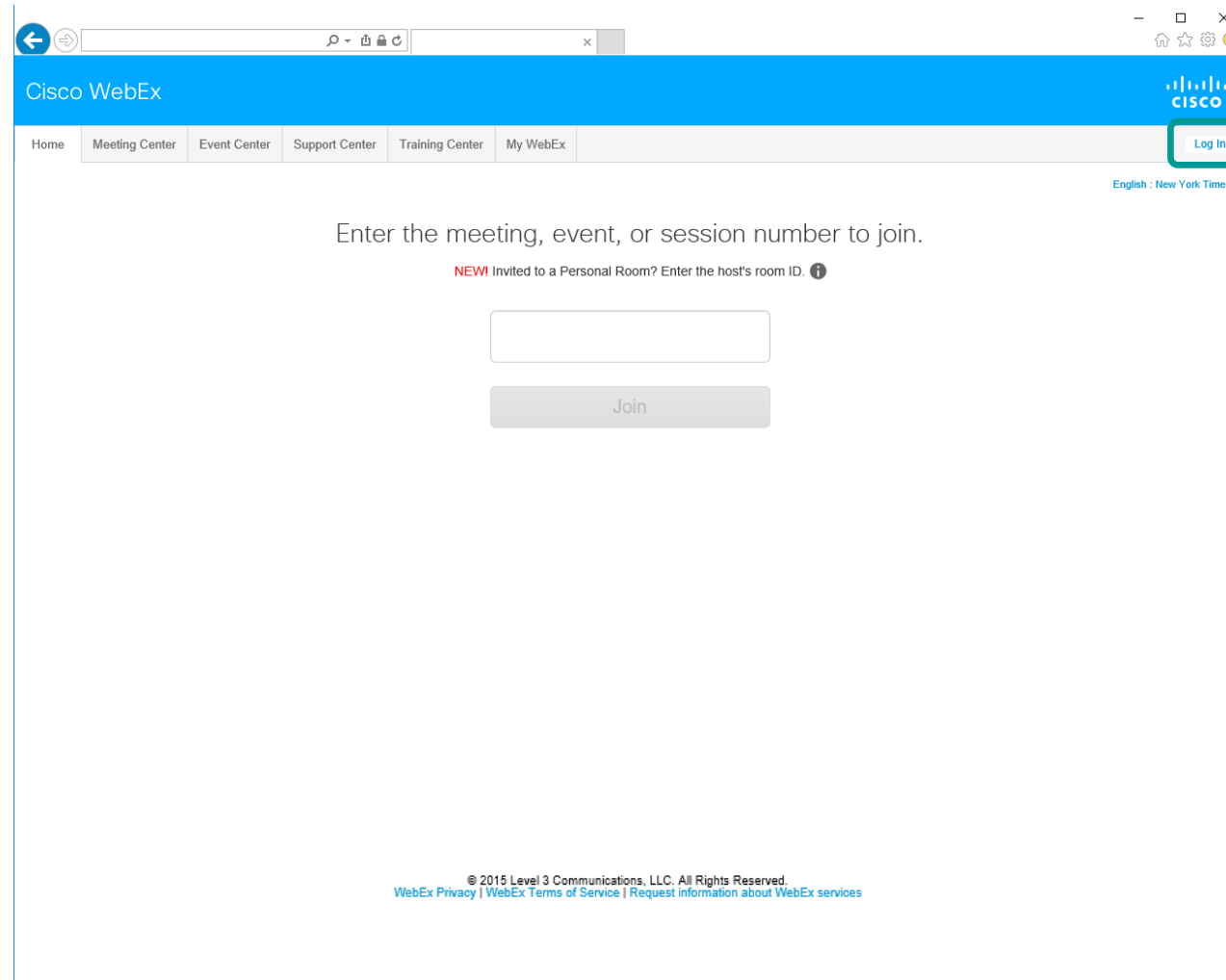
	Page
Schedule Meetings from Your WebEx Microsite	04
Event Emails	34
Managing Registration and Survey Questions	42
Create a New Program	48
Starting Your Event	51
Understanding the Roles Inside an Event	53
Inside the Event Manager & Managing Participants	59
Managing the Q&A	67
Practice Session	76
Share Multimedia	79

Scheduling an Event

From your WebEx Microsite

Scheduling an Event

Logging Into Your Microsite



The screenshot shows the Cisco WebEx login interface. At the top, there is a blue header with the Cisco WebEx logo and a navigation menu with links for Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. A 'Log In' button is highlighted with a red box. Below the header, the main content area contains the text 'Enter the meeting, event, or session number to join.' followed by a red 'NEW!' notification: 'Invited to a Personal Room? Enter the host's room ID.' Below this is a text input field and a 'Join' button. At the bottom of the page, there is a copyright notice: '© 2015 Level 3 Communications, LLC. All Rights Reserved.' and links for 'WebEx Privacy', 'WebEx Terms of Service', and 'Request information about WebEx services'.

Scheduling an Event

Accessing Event Center

The screenshot displays the Cisco WebEx Event Center interface. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center' (highlighted with a green box), 'Support Center', 'Training Center', and 'My WebEx'. The left sidebar contains a tree view with categories: 'Attend an Event' (Unlisted Events), 'Host an Event' (Schedule an Event, Site Events, Email Templates, Registration Questions, Survey Questions, My Event Recordings), 'Manage Programs' (Create New Program, List of Programs), 'Set Up' (Event Manager, Preferences), 'Support' (MyResources, Help, Downloads, Training, Contact Us), and 'Level 3' (Level 3 Home). A green arrow points to 'Schedule an Event'. The main content area is titled 'Join an Unlisted Event' and contains the text: 'To join an event, type the event number that the host gave to you, then click **Join Now**.' Below this is an 'Event Number:' label followed by an input field and a 'Join Now' button. The footer of the page reads: '© 2017 Cisco and/or its affiliates. All rights reserved. [Privacy](#) | [Terms of Service](#)'.

Scheduling an Event

Basic Information

Group live or recorded events for a specific project, product, or audience.

Attendees may choose to attend multiple events in the same program and enroll for them at one time.

The screenshot shows the 'Schedule an Event' page in Cisco WebEx. The page is divided into three main sections: Basic Information, Date & Time, and Teleconference. The 'Basic Information' section includes fields for Event type (set to 'Event+Video Session'), Event name, Registration (checked 'Required'), Event password, Program (dropdown), and Tracking codes (Department and Billing Code). The 'Date & Time' section includes Start date (April 15, 2020), Start time (8:00 am), Estimated duration (1 hour 00 minutes), and Time zones (New York). The 'Teleconference' section includes Options (Level 3), Account1, and various dial-in and access codes. A green arrow points to the 'Event Template' dropdown menu, which is open and shows options like 'Event Center Default', 'My Templates -- Employee Reviews', and 'Standard Templates -- Event Center Default'. Another green arrow points to the 'Program' dropdown menu.

Quick Scheduler Template options are the fastest way to schedule meetings on the WebEx site

Scheduling an Event

Basic Information

The screenshot shows the Cisco WebEx interface for scheduling an event. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The left sidebar lists various event management options. The main content area is titled 'Schedule an Event' and includes the following sections:

- Time zones:** A dropdown menu set to 'New York (Eastern Standard Time, GMT-05:00)' with a link to 'Display more time zones'.
- Join options:** Two checkboxes: 'Attendees can join 0 minutes before the scheduled start time' and 'Attendees can also connect to audio conference'.
- Email reminder:** A dropdown menu set to 'None' with the text 'Send me a reminder email' and 'minutes before event starts'.
- Teleconference:** A section with 'Options:' and several radio buttons:
 - WebEx Audio
 - Account1
 - Conference dial-in number: 1-888550000
 - Within the US and Canada: 1-
 - Host access code: 1234
 - Attendee access code: 9998887
 - [Edit...](#)
 - Attendees call in
 - Attendees receive a call back (call-in is also available)
 - Allow access to teleconference via global numbers
 - Broadcast audio stream to all attendees
 - Mute upon entry for all participants
 - Other teleconference service
 - No teleconference
 - Other teleconference service
 - No teleconference

- Entry & exit tone:** A dropdown menu set to 'Beep'.
- Schedule This Event:** A button highlighted with a red box.

Below the main configuration area, there are expandable sections for 'Event Description & Options', 'Attendees & Registration', 'Presenters & Panelists', and 'Email Messages', each with an 'Expand All' link. At the bottom, there are 'Go Back' and 'Schedule This Event' buttons, and a 'Save as template...' button.

To create a customized Event or Template, use the Advanced Scheduler

Scheduling an Event

Event Description & Options

The screenshot shows the Cisco WebEx interface for scheduling an event. The main content area is titled "Event Description & Options" and contains several sections:

- Description:** A text area for the event description.
- Host image:** A field to upload a picture of the presenter.
- Event material:** A field to upload event material for attendees.
- UCF autoplay options:** Includes a text input for UCF files/URLs, radio buttons for "Start automatically" (selected) and "Continuous play", and a dropdown for "Advance page every" (set to 00:30).
- Other UCF options:** Includes checkboxes for "Do not allow attendees to share rich media files in this event" and "Request attendees to verify rich media players".
- Who can view the attendee list:** Radio buttons for "All participants" and "Only the host, presenter, and panelists" (selected).
- Video:** Checkboxes for "Turn on video" (checked), "View high-quality video" (checked), and "View thumbnails" (checked).
- Post-event survey:** A link to "Create post-event survey" and radio buttons for "Do not display survey to attendees", "Display survey in pop-up window", and "Display survey in main browser window (instead of destination URL)".
- Destination URL after event:** A text input field containing "http://", highlighted by a red box with a red arrow pointing to it.

Below the "Event Description & Options" section is the "Attendees & Registration" section, which includes options for "Attendees", "Invite friends", "Maximum number of registrants" (set to 10000), "Registration form", "Destination URL after registration" (set to http://), "Registration ID required" (radio buttons for Yes/No), "Registration password" (radio buttons for Yes/No), and "Approval required" (radio buttons for Yes/No).

Post-event survey and
Destination URL after
the event

Create Survey Questions

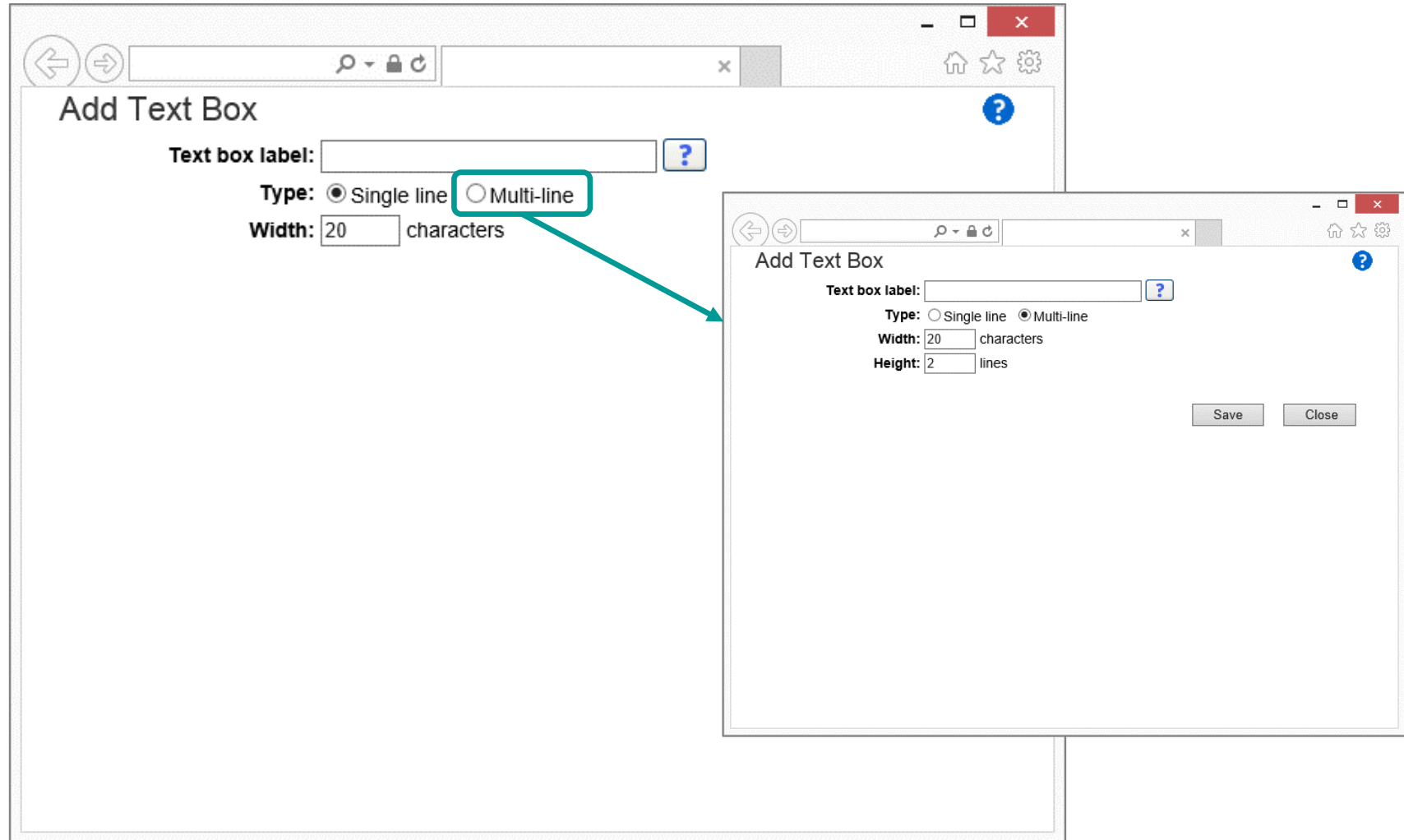
Add Text Box

The screenshot shows a web browser window titled "Create Survey". The interface includes the following elements:

- Survey name:** A text input field.
- Header image:** An "Add..." button.
- Footer image:** An "Add..." button.
- Introductory text:** A text area containing HTML code: `Thank you for attending our web seminar.
Please take a moment to let us know how we did!` and a help icon.
- Survey Questions:** A section with a "Include on form" checkbox (checked) and a "Required" radio button (selected).
- Buttons:** A row of buttons: "Text Box" (highlighted with a red box), "Check Boxes", "Option Buttons", "Drop-Down List", and "My Survey Questions".
- Footer buttons:** "Save", "Save As Template...", "Cancel", and "Preview".

Create Survey Questions

Add Text Box



Create Survey Questions

Add Check Boxes

The screenshot shows a web browser window titled "Create Survey". The interface includes the following elements:

- Survey name:** A text input field.
- Header image:** An "Add..." button.
- Footer image:** An "Add..." button.
- Introductory text:** A text area containing HTML code: `Thank you for attending our web seminar.
Please take a moment to let us know how we did!`. A help icon (?) is to the right.
- Survey Questions:** A section with a header "Survey Questions" and a sub-header "Include on form" (checked) and "Required" (unchecked). Below this is a large empty text area with the instruction "To add survey questions, click any of these buttons." and five buttons: "Text Box", "Check Boxes", "Option Buttons", "Drop-Down List", and "My Survey Questions". The "Check Boxes" button is highlighted with a red rectangle.
- Bottom navigation:** Buttons for "Save", "Save As Template...", "Cancel", and "Preview".

Create Survey Questions

Add Check Boxes

Add Check Boxes ?

Type: Check Boxes ▾

Group label for check boxes: ?

		Score
Check box 1:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 2:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 3:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 4:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 5:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 6:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 7:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 8:	<input type="text"/> Cleared ▾	<input type="text"/>
Check box 9:	<input type="text"/> Cleared ▾	<input type="text"/>

Add ▾ additional check boxes

Save Close

Create Survey Questions

Add Option Buttons

The screenshot shows a web browser window titled "Create Survey". The interface includes the following elements:

- Survey name:** A text input field.
- Header image:** An "Add..." button.
- Footer image:** An "Add..." button.
- Introductory text:** A text area containing HTML code: `Thank you for attending our web seminar.
Please take a moment to let us know how we did!`. A help icon (?) is visible to the right.
- Survey Questions:** A section with a dropdown menu set to "Include on form" and a radio button for "Required". Below this is a list of question types: "Text Box", "Check Boxes", "Option Buttons" (highlighted with a red box), "Drop-Down List", and "My Survey Questions". A red circle highlights the "Option Buttons" button.
- Buttons:** "Save", "Save As Template...", "Cancel", and "Preview" buttons are located at the bottom of the form.

Create Survey Questions

Add Option Buttons

Add Option Buttons ?

Type: Option Buttons ▾

Group label for option buttons: ?

Default choice: None ▾

Choice	Score
Choice 1: <input type="text"/>	<input type="text"/>
Choice 2: <input type="text"/>	<input type="text"/>
Choice 3: <input type="text"/>	<input type="text"/>
Choice 4: <input type="text"/>	<input type="text"/>
Choice 5: <input type="text"/>	<input type="text"/>
Choice 6: <input type="text"/>	<input type="text"/>
Choice 7: <input type="text"/>	<input type="text"/>
Choice 8: <input type="text"/>	<input type="text"/>
Choice 9: <input type="text"/>	<input type="text"/>

Add ▾ additional choices

Save Close

Create Survey Questions

Add Drop-Down List

The screenshot shows a web browser window titled "Create Survey". The interface includes the following elements:

- Survey name:** A text input field.
- Header image:** An "Add..." button.
- Footer image:** An "Add..." button.
- Introductory text:** A text area containing HTML code: `Thank you for attending our web seminar.
Please take a moment to let us know how we did!` and a help icon.
- Survey Questions:** A section with a "Include on form" checkbox (checked) and a "Required" radio button (selected).
- Buttons:** A row of buttons: "Text Box", "Check Boxes", "Option Buttons", "Drop-Down List" (highlighted with a red box), and "My Survey Questions".
- Footer buttons:** "Save", "Save As Template...", "Cancel", and "Preview".

Create Survey Questions

Add Drop-Down List

Add Drop-Down List ?

Type: Drop-Down List ▾

Label for drop-down list box: ?

Default choice: None ▾

	Score
Choice 1: <input type="text"/>	<input type="text"/>
Choice 2: <input type="text"/>	<input type="text"/>
Choice 3: <input type="text"/>	<input type="text"/>
Choice 4: <input type="text"/>	<input type="text"/>
Choice 5: <input type="text"/>	<input type="text"/>
Choice 6: <input type="text"/>	<input type="text"/>
Choice 7: <input type="text"/>	<input type="text"/>
Choice 8: <input type="text"/>	<input type="text"/>
Choice 9: <input type="text"/>	<input type="text"/>

Add ▾ additional choices

Save Close

Create Survey Questions

My Survey Questions

Create Survey

* Survey name:

Header image:

Footer image:

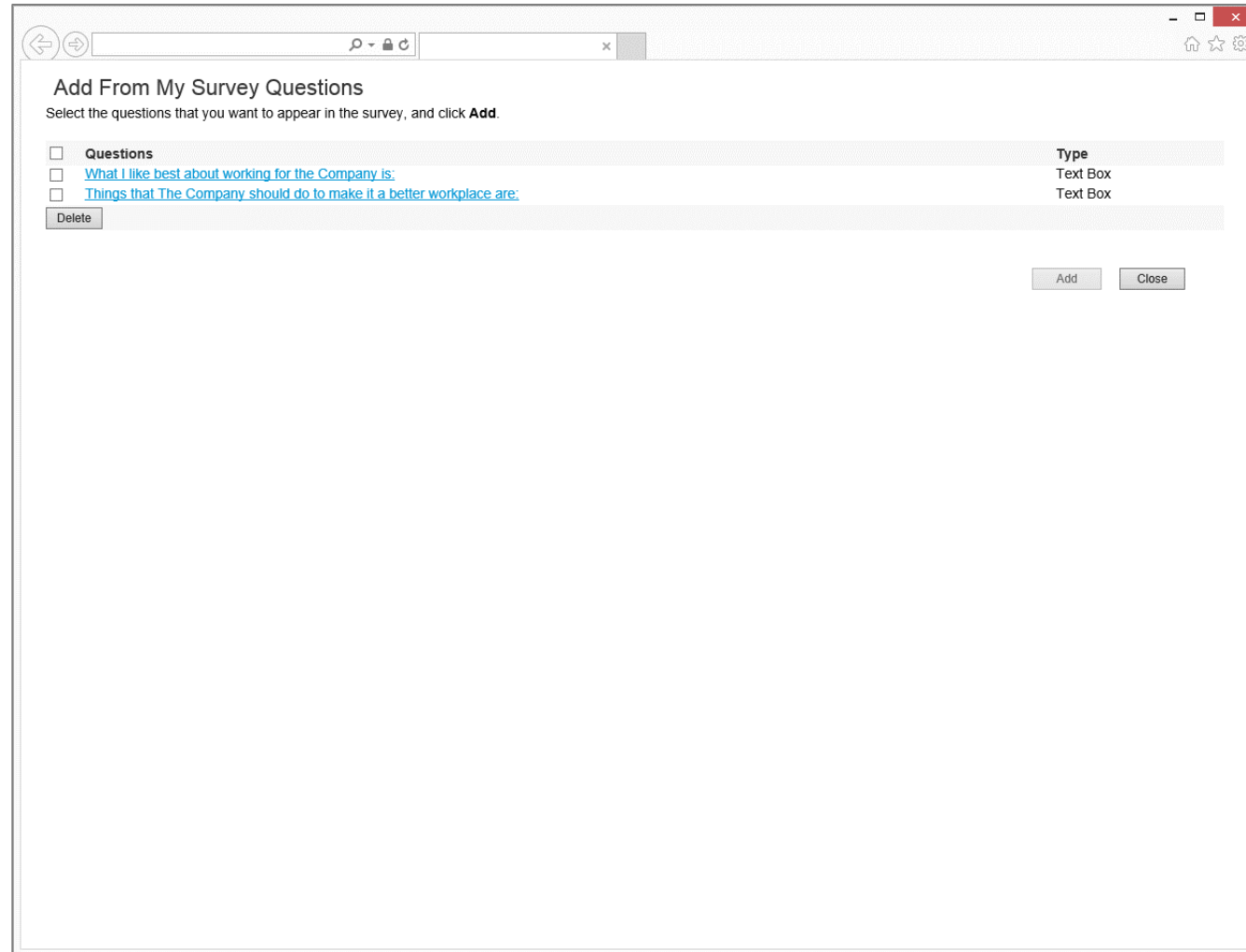
Introductory text: ?

Survey Questions Include on form Required

To add survey questions, click any of these buttons.

Create Survey Questions

My Survey Questions



The screenshot shows a web browser window with a title bar containing navigation icons and a close button. The main content area is titled "Add From My Survey Questions" and includes the instruction "Select the questions that you want to appear in the survey, and click **Add**." Below this is a table with two columns: "Questions" and "Type".

Questions	Type
<input type="checkbox"/> What I like best about working for the Company is:	Text Box
<input type="checkbox"/> Things that The Company should do to make it a better workplace are:	Text Box

Below the table is a "Delete" button. At the bottom right of the window are "Add" and "Close" buttons.

Scheduling an Event

Attendees & Registration

The screenshot shows the Cisco WebEx interface for scheduling an event. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The left sidebar lists various options like 'Attend an Event', 'Host an Event', 'Manage Programs', 'Set Up', 'Support', and 'Level 3'. The main content area is titled 'Event Description & Options' and contains several sections:

- Description:** A text area for the event description.
- Host image:** A link to upload a picture of the presenter.
- Event material:** A link to upload event material.
- UCF autoplay options:** A text box for UCF files or URLs, with 'Add' and 'Remove' buttons. Radio buttons for 'Start automatically' and 'Continuous play', and a dropdown for 'Advance page every'.
- Other UCF options:** Checkboxes for 'Do not allow attendees to share rich media files in this event' and 'Request attendees to verify rich media players'.
- Who can view the attendee list:** Radio buttons for 'All participants' and 'Only the host, presenter, and panelists'.
- Video:** Checkboxes for 'Turn on video', 'View high-quality video', and 'View thumbnails'.
- Post-event survey:** A link to 'Create post-event survey' and radio buttons for 'Do not display survey to attendees', 'Display survey in pop-up window', and 'Display survey in main browser window (instead of destination URL)'.
- Destination URL after event:** A text box for the URL.

The 'Attendees & Registration' section is highlighted with a red box and contains:

- Attendees:** A link to 'Create invitation list'.
- Invite friends:** A checkbox for 'Allow registrants to invite friends to this event'.
- Maximum number of registrants:** A text box with '10000'.
- Registration form:** A link to 'Click here to customize your questions' with a green arrow pointing to it.
- Destination URL after registration:** A text box with 'http://'.
- Registration ID required:** Radio buttons for 'Yes' and 'No'.
- Registration password:** Radio buttons for 'Yes, specify password:' (with a text box) and 'No'.
- Approval required:** Radio buttons for 'Yes' and 'No', with a link to 'Set up approval rules'.

Scheduling an Event

Customize Registration Questions

Customize Registration Questions
You can select the questions you want to appear on the registration form.
You can also create your own questions and add them to the form.
[Check All](#) | [Uncheck All](#) ✔ Include on Form Required

Standard Questions

	✔	Ⓡ		✔	Ⓡ	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		First name	<input type="checkbox"/>	<input type="checkbox"/>	Address 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Last name	<input type="checkbox"/>	<input type="checkbox"/>	Address 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Email address	<input type="checkbox"/>	<input type="checkbox"/>	City
<input type="checkbox"/>	<input type="checkbox"/>		Phone number	<input type="checkbox"/>	<input type="checkbox"/>	State/province
<input type="checkbox"/>	<input type="checkbox"/>		Company	<input type="checkbox"/>	<input type="checkbox"/>	ZIP/postal code
<input type="checkbox"/>	<input type="checkbox"/>		Title	<input type="checkbox"/>	<input type="checkbox"/>	Country/region
<input type="checkbox"/>	<input type="checkbox"/>		Number of employees			
<input type="checkbox"/>	<input type="checkbox"/>		Would you like to receive information about future seminars?			

My Custom Questions

	✔	Ⓡ		Type	Change Order	Remove
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Employee ID	Text Box	▼	🗑️
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Areas of Interest	Check Boxes	▲ ▼	🗑️
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Current Position	Option Buttons	▲ ▼	🗑️
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Office Location	Drop-Down List	▲	🗑️

To add custom questions to the registration form, click the following buttons below:

Click [**My Registration Questions**] to select from your pre-saved questions

Scheduling an Event

Registration Approval Rules

Approval Rules

First Name

Contains the words Then Approve Add Rule

Match case

Rules	Match Case	Action	Delete
-------	------------	--------	--------

Notes:
* Rules are executed in the order listed.
* Once a rule has been applied to a registration record, then subsequent rules will not be applied to the same registration record.

Save Cancel

Scheduling an Event

Registration Approval Rules

Approval Rules

First Name
Last Name
Email Address
Phone Number
Company
Title
Address 1
Address 2
City
State/Province
ZIP/Postal code
Country/region
Number of Employees
Would you like to receive information about future seminars?

Add Rule

Match Case	Action	Delete
------------	--------	--------

Save Cancel

subsequent rules will not be applied to the same registration record.

Scheduling an Event

Registration Approval Rules

The screenshot shows a web-based configuration interface for 'Approval Rules'. At the top, there is a search bar and navigation icons. Below that, the title 'Approval Rules' is displayed. The main configuration area includes a dropdown for 'First Name', a text input field, and a dropdown menu currently set to 'Contains'. A teal arrow points to this dropdown menu, which is open, showing options: 'Contains', 'Does not Contain', 'Begins With', and 'Ends With'. To the right of the dropdown is another dropdown menu set to 'Then Approve', with options 'Then Approve' and 'Then Reject'. An 'Add Rule' button is located to the right of the 'Then Approve' dropdown. Below these elements is a table with columns for 'Match Case', 'Action', and 'Delete'. The 'Delete' column contains 'Save' and 'Cancel' buttons. At the bottom, there are 'Notes':

- * Rules are executed in the order listed.
- * Once a rule has been applied to a registration record, then subsequent rules will not be applied to the same registration record.

Scheduling an Event

Presenters & Panelists

Cisco WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx username Log Out

Attendees & Registration: [Collapse All](#)

Attendees: [Create invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your questions

Destination URL after registration:

Registration ID required: Yes No

Registration password: Yes, specify password: No

Approval required: Yes No [Set up approval rules](#)

Presenters & Panelists: [Collapse All](#)

Panelists: [Create invitation list](#)

Panelists info: ?

Allow panelists to upload documents associated with the event.

Panelist password: (recommended)

Confirm password:

Email Messages: [Collapse All](#)

Email format: Plain Text HTML Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: Pending Approved Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: 1st Reminder 2nd Reminder

Follow-up emails: Thank You for Attending Absentee Follow-Up Email

April 15 2020 8:00 am pm
April 15 2020 8:00 am pm
April 15 2020 9:00 am pm
April 15 2020 9:00 am pm

[Save as template...](#) [Go Back](#) [Schedule This Event](#)

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The 1st Panelist in the Event will be the Presenter

Scheduling an Event

Email Messages

Cisco WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx username Log Out

Attendees & Registration: [Collapse All](#)

Attendees: [Create invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your questions

Destination URL after registration:

Registration ID required: Yes No

Registration password: Yes, specify password: No

Approval required: Yes No [Set up approval rules](#)

Presenters & Panelists: [Collapse All](#)

Panelists: [Create invitation list](#)

Panelists info: [?](#)

Allow panelists to upload documents associated with the event.

Panelist password: (recommended)

Confirm password:

Email Messages: [Collapse All](#)

Email format: Plain Text HTML Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: Pending Approved Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: [1st Reminder](#) [2nd Reminder](#)

Follow-up emails: [Thank You for Attending](#) [Absentee Follow-Up Email](#)

April 15 2020 8:00 am pm
April 15 2020 8:00 am pm
April 15 2020 9:00 am pm
April 15 2020 9:00 am pm

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Customize email messages as well as schedule reminders, Thank You, and Absentee Follow-Up Emails

Scheduling an Event

Save as Template...

The screenshot shows the Cisco WebEx event scheduling interface. The main page is titled "Cisco WebEx" and has a navigation menu with options like Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx. The "Event Center" section is active, showing "Attendees & Registration" settings. A "Save as template..." dialog box is overlaid on the right side of the page. The dialog box contains the text "To save your current settings to an existing template (to overwrite), choose it from the list." and a list of templates: "-- My Templates --" and "Employee Reviews". Below the list is a "Template name:" input field and a "Save as a standard template" checkbox. The "Save" and "Cancel" buttons are at the bottom right of the dialog box. A green arrow points from the "Save as template..." button in the main interface to the dialog box. The main interface also shows "Presenters & Panelists" and "Email Messages" sections.

Scheduling an Event

Schedule This Event

Cisco WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx username Log Out

Attendees & Registration: [Collapse All](#)

Attendees: [Create invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your questions

Destination URL after registration:

Registration ID required: Yes No

Registration password: Yes, specify password: No

Approval required: Yes No [Set up approval rules](#)

Presenters & Panelists: [Collapse All](#)

Panelists: [Create invitation list](#)

Panelists info: [?](#)

Allow panelists to upload documents associated with the event.

Panelist password: (recommended)

Confirm password:

Email Messages: [Collapse All](#)

Email format: Plain Text HTML Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: Pending Approved Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: 1st Reminder 2nd Reminder

Follow-up emails: Thank You for Attending Absentee Follow-Up Email

Save as template...

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Scheduling an Event

Send Event Emails

Cisco WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx username Log Out

Attend an Event
Unlisted Events

Host an Event
Schedule an Event
Site Events
Email Templates
Registration Questions
Survey Questions
My Event Recordings

Manage Programs
Create New Program
List of Programs

Set Up
Event Manager Preferences

Support
MyResources
Help
Downloads
Training
Contact Us

Level 3
Level 3 Home

Send Event Emails

You have successfully scheduled your event.

Send invitation emails to:

- Host
- Panelists
- Attendees
- Vendors

Send Now... Send Later

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Scheduling an Event

Event Information

Cisco WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx username Log Out

Attend an Event
Unlisted Events

Host an Event
Schedule an Event
Site Events
Email Templates
Registration Questions
Survey Questions
My Event
Recordings

Manage Programs
Create New Program
List of Programs

Set Up
Event Manager
Preferences

Support
MyResources
Help
Downloads
Training
Contact Us

Level 3
Level 3 Home

Event Information

Event: Edmond Leclair - Review
Type: Unlisted Event
Event address for attendees: <https://gc-salesdemo.webex.com/gc-salesdemo/onstage/g.php?MTID=ee40da29eaa9e5c937ceab2>
Event address for panelists: <https://gc-salesdemo.webex.com/gc-salesdemo/onstage/g.php?MTID=ee82d3ebfb3f97c8b4d96>
Date and time: Wednesday, April 15, 2020 8:00 am Eastern Daylight Time (New York, GMT-04:00)
Duration: 1 hour
Description:
Event number: 000 000 000
Event password:
Host key: 491327
Panelist(s) Info:
Panelist(s) password:
Teleconference: To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.
Conference dial-in number: 1-8885550000 (US)
[View global numbers](#)
Host access code: 1234
Attendee access code: 999 888 7
Maximum number of registrants: 10000
Destination address after event:
Host image:
Attendee list available for viewing by: Host, presenter and panelists only
Event material: None
Post-event survey: No
Email configured: Pending, Approved, Rejected

Registration Information

Registration ID required: No
Password required: No
Password:
Approval required: No
Custom registration form: No
After registration, go to URL:

Start Event Now
You can start the event by clicking Start Now.

Send Event Emails
You can send event emails by clicking Send Emails.

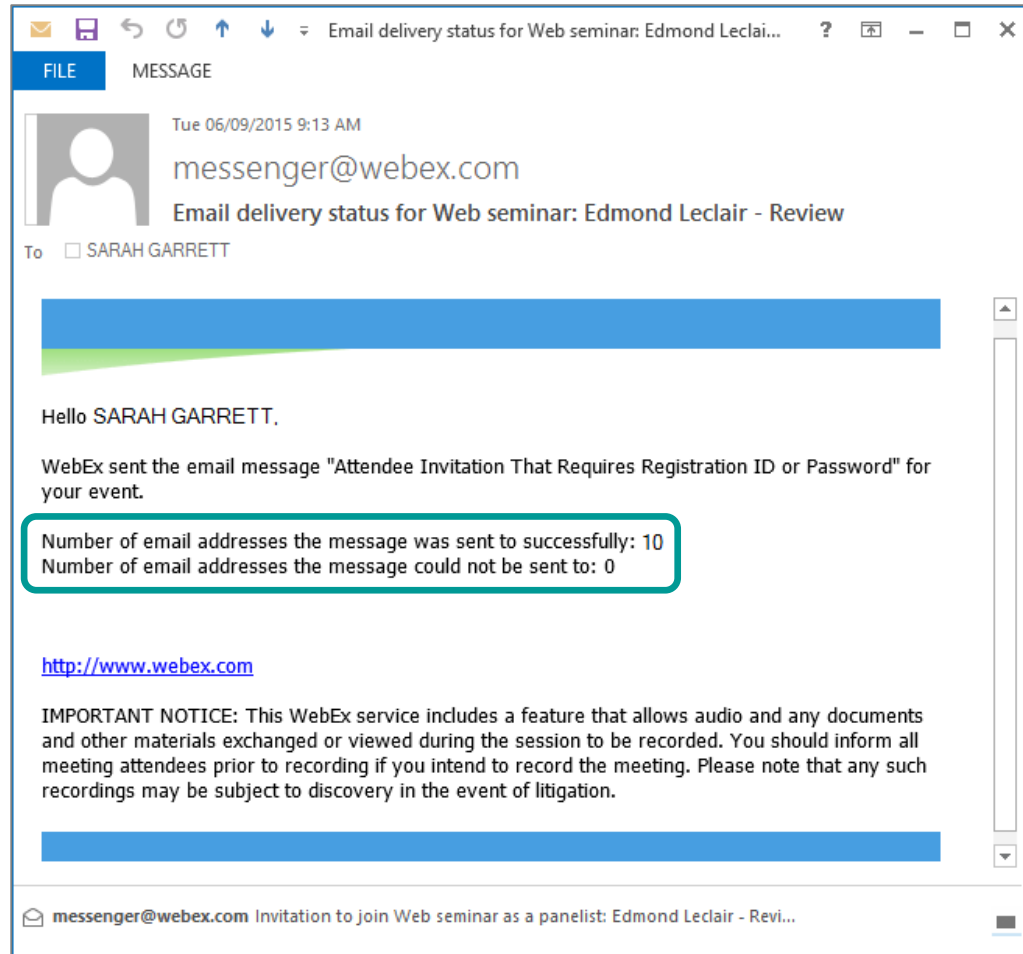
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Event Emails

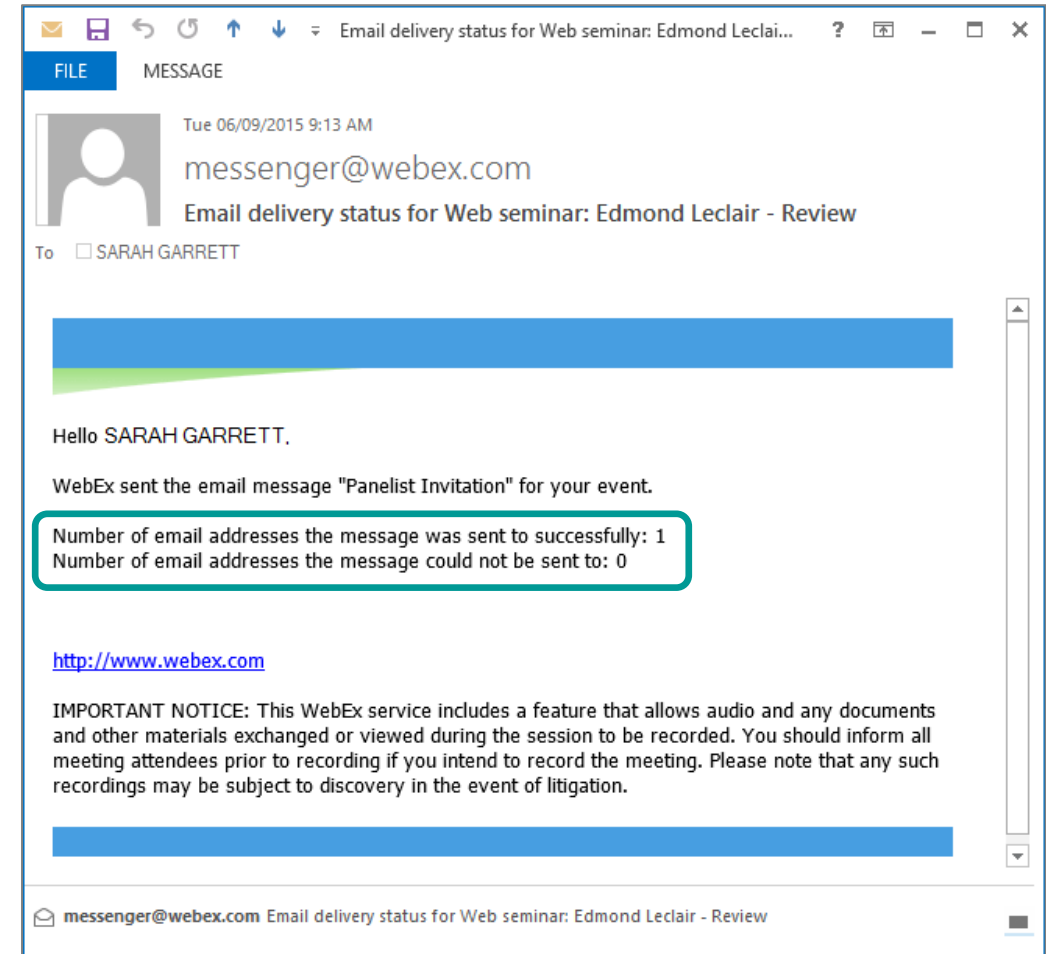
Host, Panelist, & Attendee email confirmations

Event Emails

Host Email Confirmations



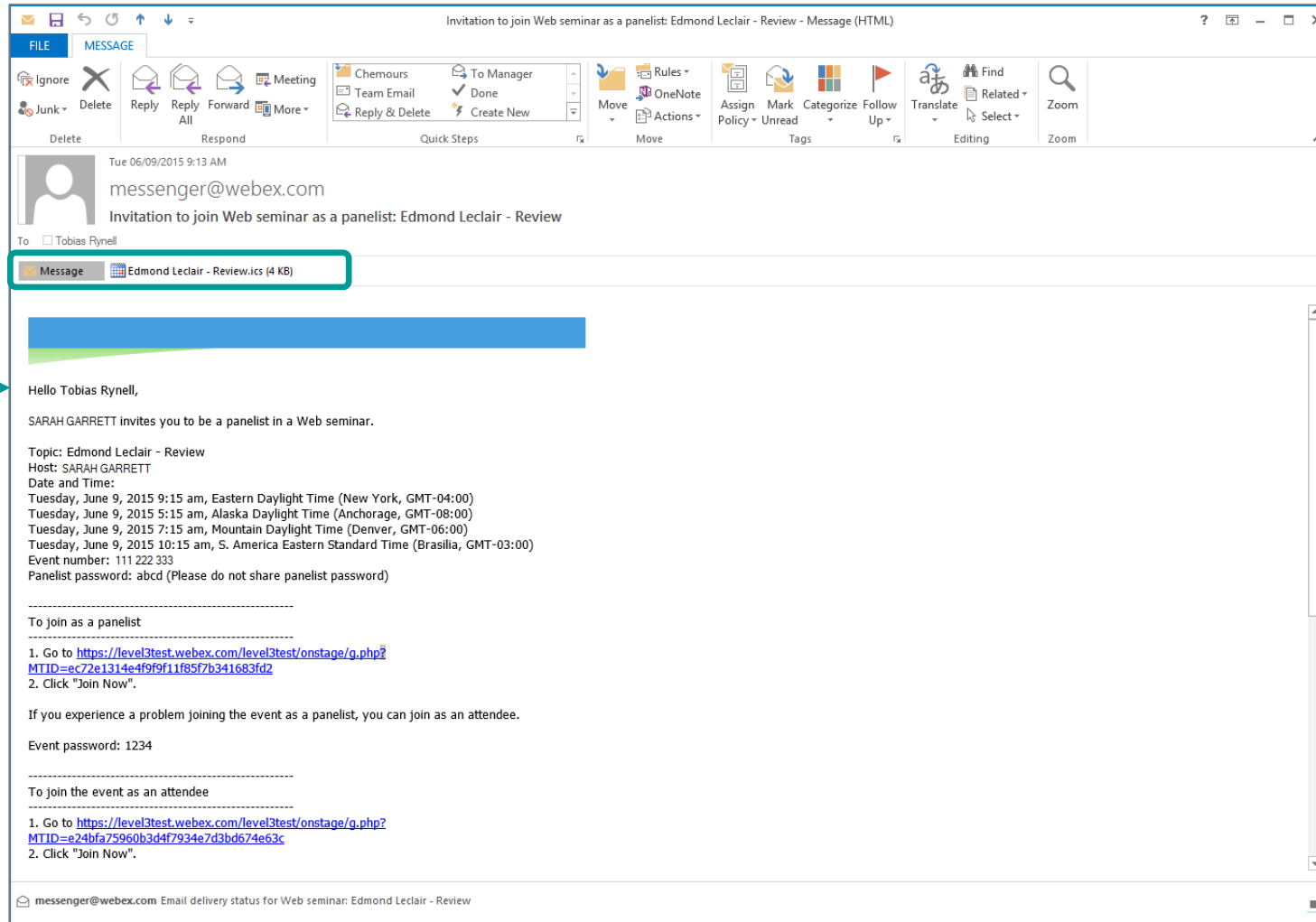
Attendee Confirmation



Panelist Confirmation

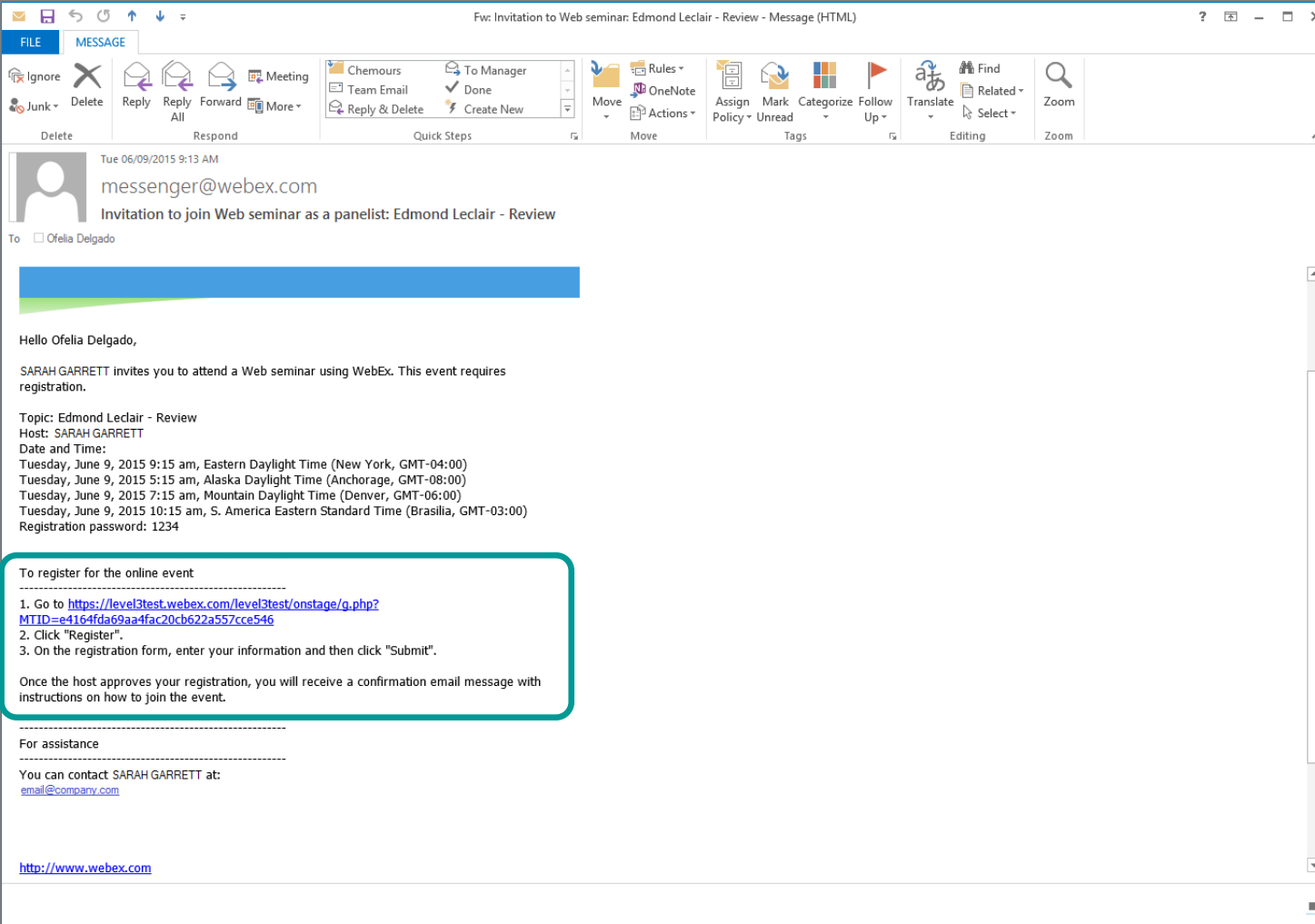
Event Emails

Panelist Email Invitation



Event Emails

Attendee Email Invitation (Registration Email)



The screenshot shows an email client window titled "Fw: Invitation to Web seminar: Edmond Leclair - Review - Message (HTML)". The email is from messenger@webex.com, dated Tue 06/09/2015 9:13 AM, and is addressed to Ofelia Delgado. The subject is "Invitation to join Web seminar as a panelist: Edmond Leclair - Review". The body of the email contains the following text:

Hello Ofelia Delgado,

SARAH GARRETT invites you to attend a Web seminar using WebEx. This event requires registration.

Topic: Edmond Leclair - Review
Host: SARAH GARRETT
Date and Time:
Tuesday, June 9, 2015 9:15 am, Eastern Daylight Time (New York, GMT-04:00)
Tuesday, June 9, 2015 5:15 am, Alaska Daylight Time (Anchorage, GMT-08:00)
Tuesday, June 9, 2015 7:15 am, Mountain Daylight Time (Denver, GMT-06:00)
Tuesday, June 9, 2015 10:15 am, S. America Eastern Standard Time (Brasilia, GMT-03:00)
Registration password: 1234

To register for the online event

1. Go to <https://level3test.webex.com/level3test/onstage/g.php?MTID=e4164fda69aa4fac20cb622a557cce546>
2. Click "Register".
3. On the registration form, enter your information and then click "Submit".

Once the host approves your registration, you will receive a confirmation email message with instructions on how to join the event.

For assistance

You can contact SARAH GARRETT at:
email@company.com

<http://www.webex.com>

Event Emails

Registration Splash Page

The screenshot shows a web browser window with the Level(3) logo at the top left. The page title is "Event Information: Edmond Leclair - Review". Below the title, a grey bar indicates "This event requires registration". The main content area features a table with event details:

Event status:	Not started
Date and time:	Tuesday, June 9, 2015 9:15 am Eastern Daylight Time (New York, GMT-04:00) Change time zone Tuesday, June 9, 2015 5:15 am Alaska Daylight Time (Anchorage, GMT-08:00) Tuesday, June 9, 2015 7:15 am Mountain Daylight Time (Denver, GMT-06:00) Tuesday, June 9, 2015 10:15 am S. America Eastern Standard Time (Brasilia, GMT-03:00)
Program:	Corporate Review
Duration:	1 hour
Description:	

Below the table is a "Register" button. At the bottom of the page, there is a copyright notice: "© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services".

Event Emails

Registration Password (Optional)

The screenshot shows a web browser window with the Level 3 logo at the top left. The page title is "Registration Password". Below the title, a message states: "This event is private. To register for this event, you must provide the registration password that the event host gave to you." There is a text input field labeled "Registration password:" followed by "Submit" and "Go Back" buttons. Below this is a section titled "Event Information" with a light gray background. The event details are as follows:

- Event:** Edmond Leclair - Review
- Date and time:** Tuesday, June 9, 2015 9:15 am Eastern Daylight Time (New York, GMT-04:00)
Tuesday, June 9, 2015 5:15 am Alaska Daylight Time (Anchorage, GMT-08:00)
Tuesday, June 9, 2015 7:15 am Mountain Daylight Time (Denver, GMT-06:00)
Tuesday, June 9, 2015 10:15 am S. America Eastern Standard Time (Brasilia, GMT-03:00)
- Program:** Corporate Review
- Duration:** 1 hour
- Description:**

The Level 3 logo is also present on the right side of the event information section. At the bottom of the page, there is a copyright notice: "© 2016 Level 3 Communications, LLC. All Rights Reserved." with links for "WebEx Privacy", "WebEx Terms of Service", and "Request information about WebEx services".

Event Emails

Registration Questions

Custom Registration
Questions (Optional)



Level(3)
Register for Edmond Leclair - Review
Please complete this form to register for the event. An asterisk (*) indicates required information. [English : New York Time](#)

Please answer the following questions.

* First name:	<input type="text"/>	* Last name:	<input type="text"/>
* Email address:	<input type="text"/>	* Phone number:	<input type="text" value="1"/> <input type="text"/>
* Confirm email address:	<input type="text"/>	Title:	<input type="text"/>
Company:	<input type="text"/>	State/province:	<input type="text"/>
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		

Would you like to receive information about future seminars?:
 Yes No

* Employee ID:

Areas of Interest:
 Customer Service
 IT
 Management
 Marketing
 Sales

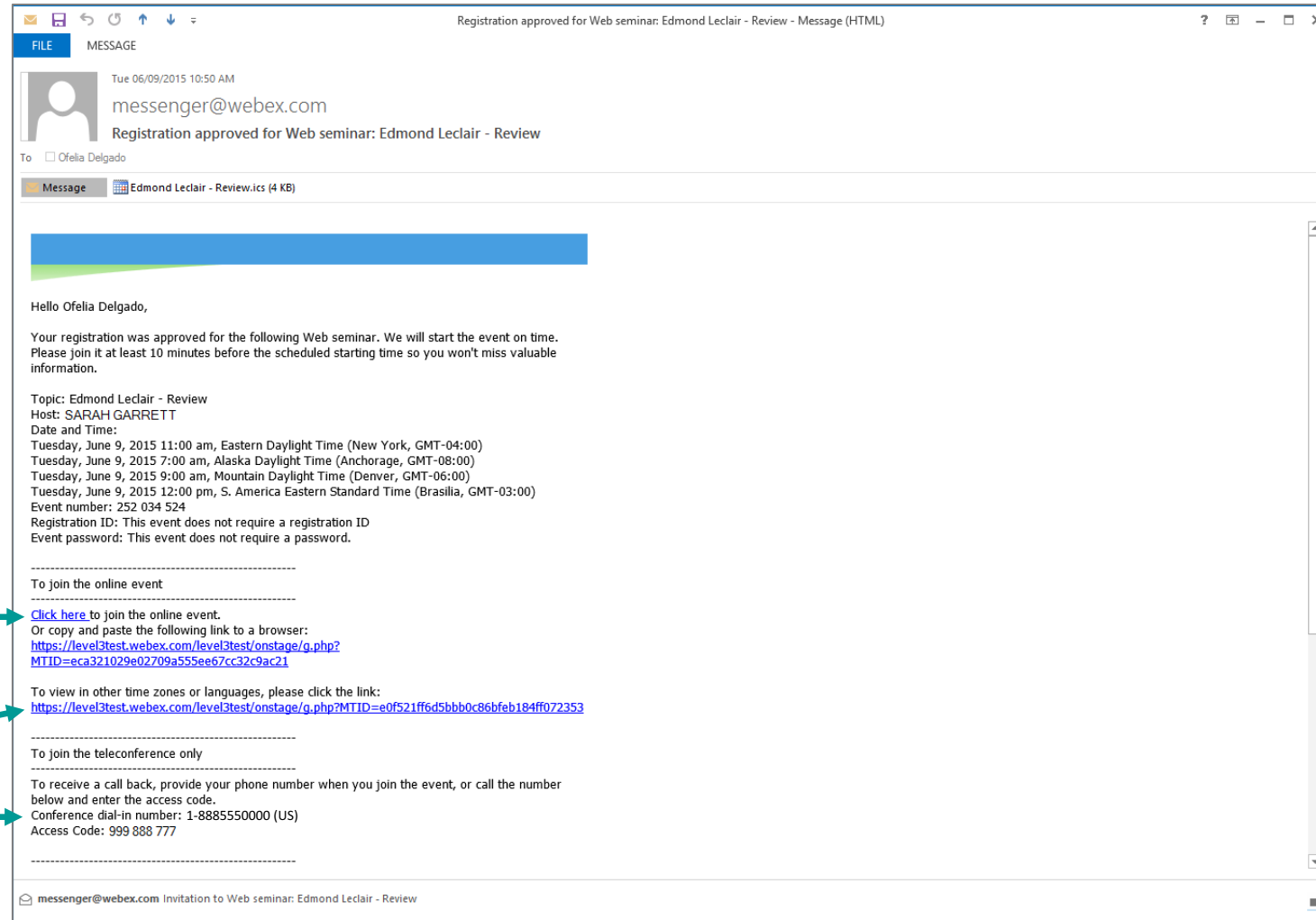
* Current Position:
 Customer Service
 IT
 Management
 Marketing
 Sales
 Other

* Office Location:

Remember me on this computer

Event Emails

Registration Approval Email



Join the Event

View Invitation in other
time zones or
languages

Audio Instructions

Managing Registration

Approve or reject registered users based on the answers provided on their registration form

Managing Registration

My Meetings

Level(3)

Home Meeting Center Event Center Support Center Training Center My WebEx

My Meetings
My Personal Room
My Files
My Contacts
My Profile
Preferences
My Reports
Training
Support
Level 3 Home

My WebEx Meetings

Meet Now

Daily Weekly Monthly All Meetings

< June 9, 2015 >

The meetings you host Show past meetings

Time	Topic	Type	?	✓	✗	Start
11:00 am	Edmond Leclair - Review	Event	3	1	2	Start

Cancel Meeting

Requests Pending Requests Approved Requests Rejected

Click the number links to manage registration

- ? Pending
- ✓ Approved
- ✗ Rejected

Managing Registration

Manage Registration Page

The screenshot displays the 'Manage Registrations' page in a web browser. The browser's address bar is empty. The page header features the Level 3 logo and a navigation menu with options: Home, Meeting Center, Event Center, Support Center, Training Center, and My WebEx (highlighted). A user profile 'username' and a 'Log Out' link are visible in the top right. The left sidebar contains a list of navigation links: My Meetings, My Personal Room, My Files, My Contacts, My Profile, Preferences, My Reports, Training, Support, and Level 3 Home. The main content area is titled 'Manage Registrations: Edmond Leclair - Review' and includes a language/time zone selector 'English : New York Time'. Below the title, it states 'Event on Tuesday, June 9, 2015 11:00 am'. There are four filter tabs: 'Pending (0)', 'Approved (1)', 'Rejected (0)', and 'All (1)'. The 'Approved (1)' tab is selected. Below the tabs, it says 'Maximum registrations allowed: 999999 Approved: 1'. A table lists the registration details:

First Name	Last Name	Email Address	Registration ID	Registration Date & Time
<input type="checkbox"/> Ofelia	Delgado	email@company.com	528554	6/9/15 10:49 am

Below the table are links for 'Select All' and 'Clear All', and buttons for 'Reject', 'Pending', and 'Go Back'. At the bottom, there is a copyright notice: '© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services'.

Manage Survey Questions

Post survey questions

Manage Survey Questions

Your Survey Questions and Creating New Ones

The screenshot displays the Level 3 Event Center interface. The top navigation bar includes Home, Meeting Center, Event Center (selected), Support Center, Training Center, and My WebEx. A user is logged in as 'username' with a 'Log Out' option. The left sidebar contains a tree view with categories: Attend an Event, Host an Event, Manage Programs, Set Up, and Support. The 'Survey Questions' link under 'Attend an Event' is highlighted with a green arrow. The main content area is titled 'Survey Questions' and contains the following text: 'Listed below are your survey questions. You can delete or edit your survey questions and responses.' Below this is a table with two columns: 'Questions' and 'Type'. The table lists two survey questions, both of which are 'Text Box' type. A 'Delete' button is located below the table. Below the table, there is a section titled 'Click one of following buttons to add a new survey question.' with four buttons: 'Text Box', 'Check Boxes', 'Option Buttons', and 'Drop-Down List'. At the bottom of the page, there is a copyright notice: '© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services'.

Create a New Program

Programs give you the ability to group live or recorded events for a specific project, product, or audience. Attendees may elect enroll in multiple events in the same program and enroll for them at one time.

Create a New Program

Build a New Program

The screenshot shows the Level 3 Event Center interface. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center' (highlighted), 'Support Center', 'Training Center', and 'My WebEx'. A user is logged in as 'username' with a 'Log Out' button. The left sidebar has a tree view with the following items:

- Attend an Event
 - List of Events
 - Unlisted Events
 - Search
- Host an Event
 - Schedule an Event
 - Site Events
 - Email Templates
 - Registration Questions
 - Survey Questions
 - My Event Recordings
- Manage Programs
 - Create New Program** (indicated by a green arrow)
 - List of Programs
- Set Up
 - Event Manager
 - Preferences
- Support
 - User Guides
 - Downloads
 - Training
 - Contact Us
- Level 3

The main content area is titled 'Events by Program' and includes links for 'View Events by Date' and 'View Event Recordings'. Below the title, there are filters: 'English : New York Time', 'Show past events', and 'Show only events that require registration'. A table header is visible with columns: 'Date & Time', 'Topic', and 'Panelist'. At the bottom of the page, there is a copyright notice: '© 2016 Level 3 Communications, LLC. All Rights Reserved. WebEx Privacy | WebEx Terms of Service | Request information about WebEx services'.

Create a New Program

Build a New Program

Create a Program Asterisks (*) indicate required values.

Program Details

* Program name: ?

Description: ?

Expected registration:

Budget:

Email:

Program status: Listed Unlisted

Registration

Registration ID required: Yes No

Password required to register: Yes (type password) No

Customize registration form:

Invite friends: Allow registrants to invite friends

Destination URL after registration:

Customize Program Web Page

Images: These images may be referenced in the custom HTML area on the Program Web page using standard HTML tags (e.g.). Ensure to upload all images (up to five). If you need to update the images, upload all images again. Any previously uploaded images are overwritten.
Click **Browse** to select an image on your computer. Image requirements: GIF or JPG format, approximately 75 x 38 pixels, and less than 100 KB.

Image 1:

Image 2:

Image 3:

Image 4:

Image 5:

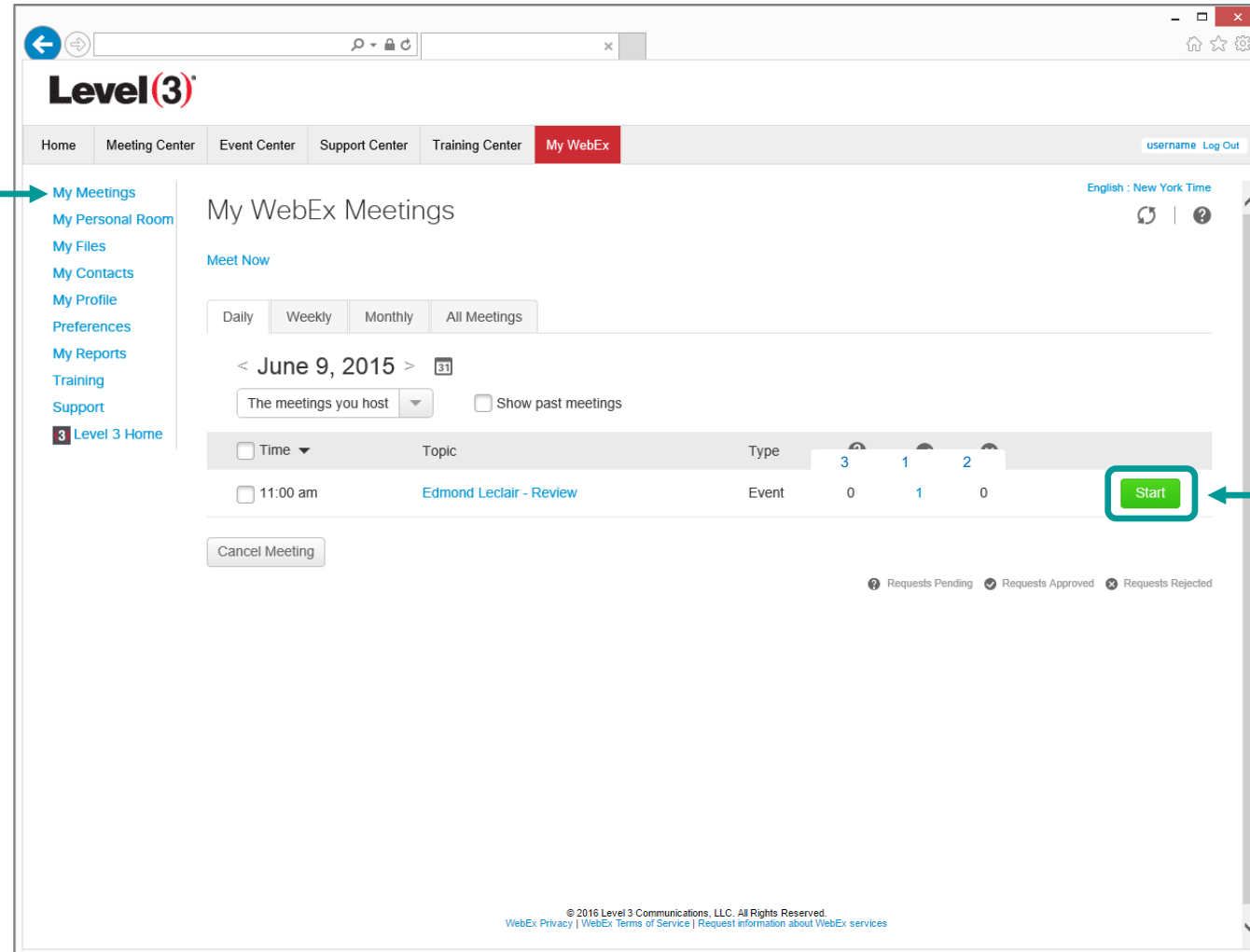
Custom HTML Area: The uploaded images can be referenced using .

Custom HTML Area: ?

Starting Your Event

Starting Your Event

Start or Manage Your Scheduled Event



Click the meeting Topic to:

- Edit or Cancel Meeting
- Manage Registration
- Send Event Emails
- View more info like
 - Meeting Number
 - Password
 - Audio Connection
 - Direct Link
 - Host Key

Click [**Start**] to initiate your meeting anytime as the Host

Roles Inside an Event

Roles Inside an Event

Host Role

An event host is responsible for coordinating and controlling an event. Only one person can be an event host at a time.

Schedule and start an event

Start and end a practice session among the panelists

Invite attendees to a scheduled event

Invite attendees to an event in progress

Grant privileges to attendees or panelists during an event

Designate a presenter

Assign the host role to another panelist, and reclaim the host role

Answer attendees' questions during a question-and-answer (Q & A) session

Restrict access to an event

Specify or edit a greeting or message for attendees during an event

Pass the poll coordinator role to another panelist

Record an event

End an event

Roles Inside an Event

Presenter Role

An event host can designate any Panelist as a presenter. A Presenter is responsible for providing content during an event.

Shares documents, presentations, and whiteboards

Save documents, presentations, and whiteboards in the content viewer

Shares applications, Web browsers, and screens/desktops

Share multimedia web content

Take a poll if the Host passes the Poll Coordinator role to the Presenter

Save a poll questionnaire and poll results to a file

Answer attendees' questions during a question-and-answer (Q & A) session

Send text responses to attendees' questions on the Q & A tab

Participate in a practice session

Participate and save chat messages to a file

Save a Q & A session to a file

Record an event

Roles Inside an Event

Panelist's Role

An event host can designate any attendee as a Panelist during an event. A Panelist is a Participant who is primarily responsible for assisting the Presenter. Any number of Attendees can be Panelists.

Participate in discussions to which other attendees listen

Respond to public and private chat messages

Annotate shared documents

Start a poll if the host passes the poll coordinator role to the panelist

View and answer attendees' questions in a Q & A session

View poll results

Annotate shared applications, web browsers, and screens/desktops, if the presenter grants annotation control to the panelist

Participate in a practice session

Save chat messages to a file

Download files that the presenter publishes

View live video that the presenter sends

View feedback

Roles Inside an Event

Attendee's Role

An event Attendee participates in an event, but generally does not present information.

View shared documents, presentations, and whiteboards in the content viewer

View shared applications, web browsers, and screens/desktops

View shared multimedia web content

Participate in a poll and chat

View live video that the presenter sends

If the event host or presenter grants the appropriate privileges to Attendees, an Attendee can also:

Annotate

Save documents

Record an event

Roles Inside an Event

Polling Coordinator

Manages the poll inside an event

Prepare poll questionnaire

Conduct a poll during the event

Inside the Event Manager

Inside the Event Manager

Event Application

The screenshot shows the Cisco WebEx Event Center interface. A callout box labeled "Attendiveness Tracker" points to a table within the "Attendee List" window. The table lists participants with their names and feedback status. A callout box labeled "Participants List (Panelists + Attendees)" points to the top section of the main interface. A callout box labeled "Attendee List" points to the "Attendees" section of the main interface. A callout box labeled "Feedback" points to a feedback icon in the main interface. A callout box labeled "Chat" points to the chat input area. A callout box labeled "Q&A" points to the Q&A section. A callout box labeled "Attendiveness Tracker" points to a table in the Attendee List window.

Name	Feedback
Edmond Leclair	
Call-in User_1	
Jiro Ito	
Lilli Krüger	
Maura Coughlin	
Ofelia Delgado	

Attendees: 1
• 0 in Audio Broadcast

Attendees will listen to the Event over VOIP Broadcast Mode unless you give them privileges to dial in

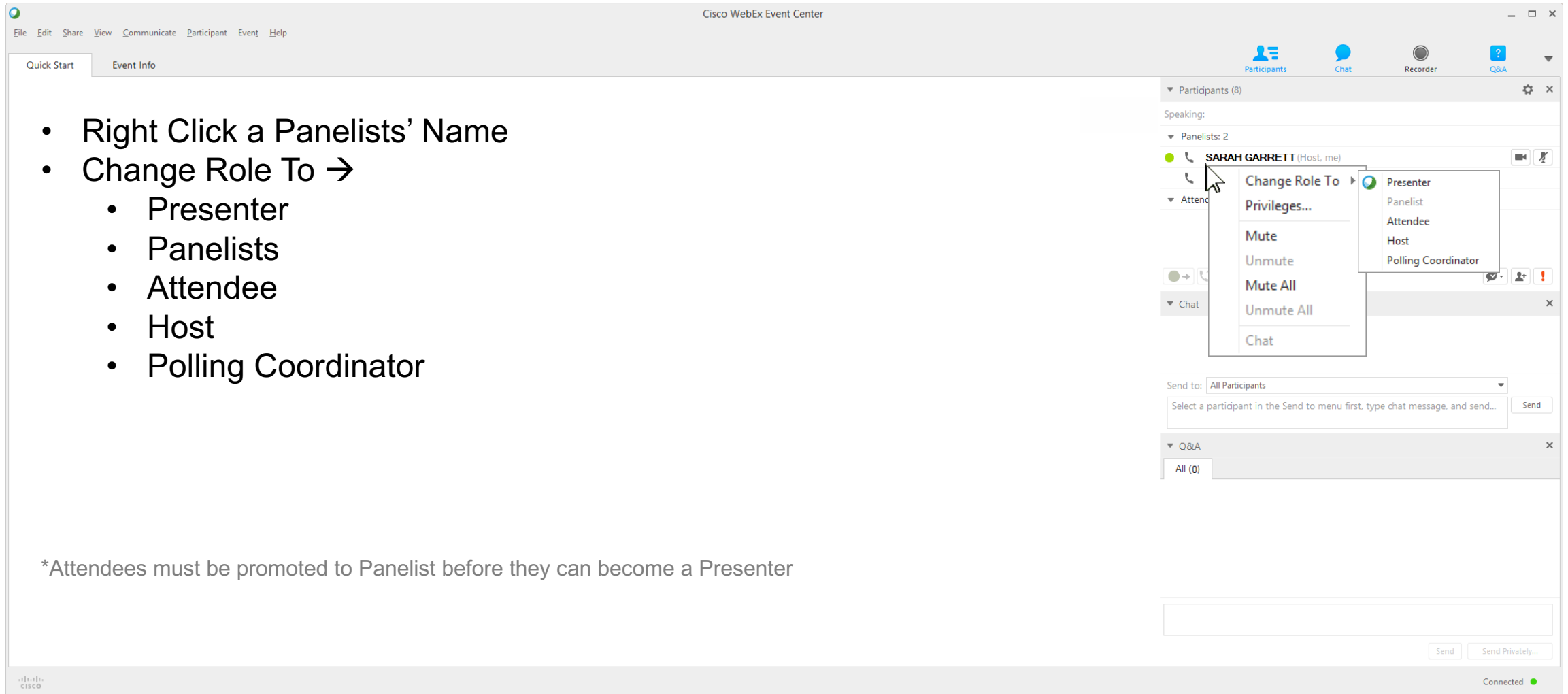
Managing Participants

Managing Participants

Change Role To

- Right Click a Panelists' Name
- Change Role To →
 - Presenter
 - Panelists
 - Attendee
 - Host
 - Polling Coordinator

*Attendees must be promoted to Panelist before they can become a Presenter



Managing Participants

Feedback and Feedback Results

The screenshot shows the Cisco WebEx Event Center interface. A 'Feedback Result' dialog box is open in the center, displaying the following data:

Response	Count
Yes	4
No	2
Too Fast	0
Too Slow	0
Applause	0
Laughter	0

Below the table are 'Clear' and 'Close' buttons. A red arrow points from the 'Check Feedback Result...' option in the feedback menu to the 'Close' button.

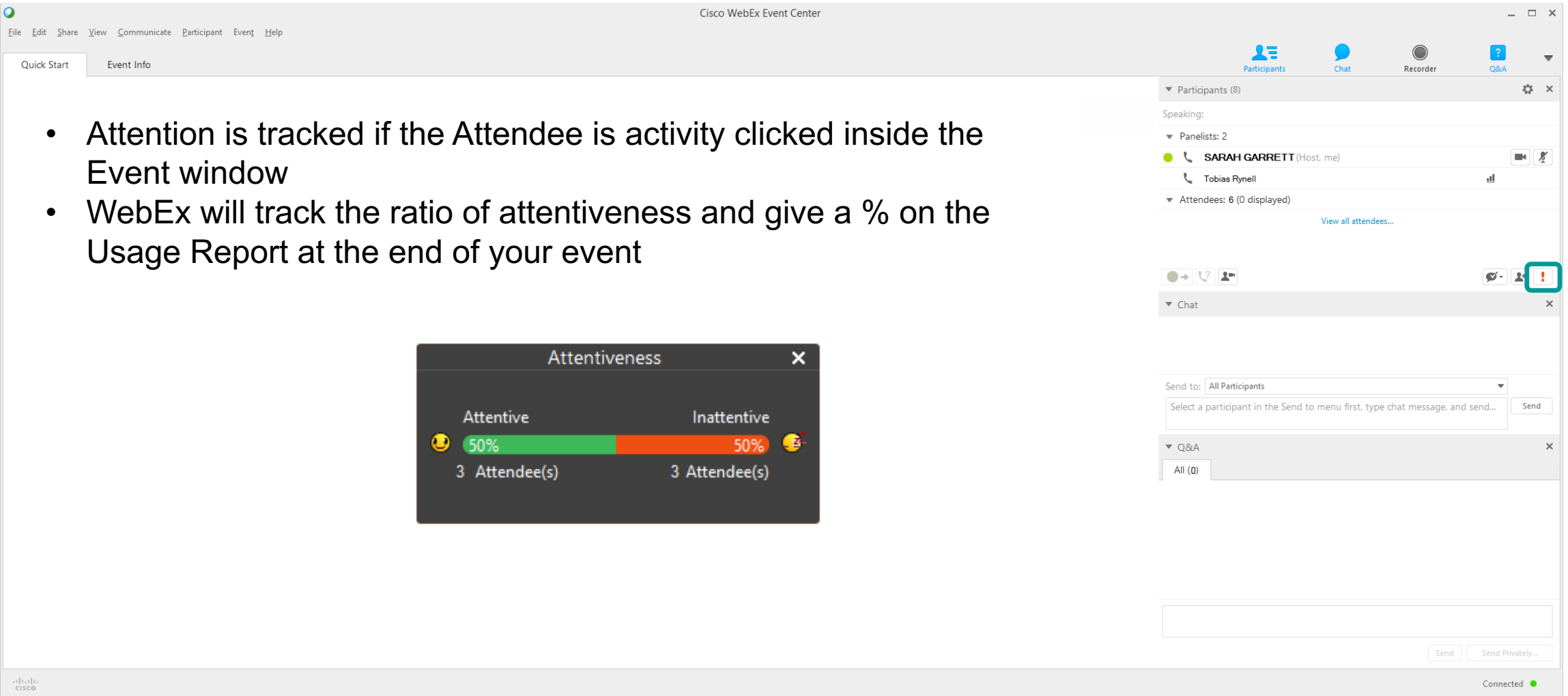
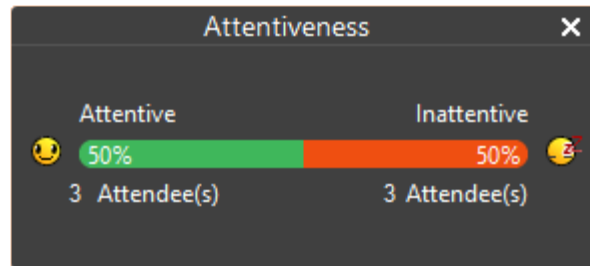
The feedback menu is open on the right side of the interface, listing the following options:

- Turn off Feedback
- Clear
- Yes (with green checkmark icon)
- No (with red X icon)
- Too Fast (with blue speed icon)
- Too Slow (with orange speed icon)
- Applause (with hand icon)
- Laughter (with smiley face icon)
- Check Feedback Result...

Managing Participants

Attentiveness Tracker

- Attention is tracked if the Attendee is activity clicked inside the Event window
- WebEx will track the ratio of attentiveness and give a % on the Usage Report at the end of your event



Managing Participants

Assign Privileges To →

The screenshot displays the Cisco WebEx Event Center interface. The 'Participant' menu is open, showing options such as 'Allow Audio Connection', 'Disconnect from Audio', 'Mute', 'Unmute', 'Mute All', 'Unmute All', 'Mute on Entry', 'Invite and Remind...', 'Assign Privileges To', 'Change Role To', 'Find Participant...', and 'Expel'. The 'Assign Privileges To' option is highlighted with a red box, and its sub-menu is visible, showing 'Panelists Ctrl+J' and 'Attendees Ctrl+K'. The interface also shows a 'Participants (8)' panel on the right with a list of participants including 'SARAH GARRETT (Host, me)' and 'Tobias Rynell'. The 'Chat' and 'Q&A' panels are also visible.

Managing Participants

Assign Privileges To →

The screenshot displays the Cisco WebEx Event Center interface. Two dialog boxes are open for assigning privileges:

- Attendee Privileges:** Select the privileges that you want to assign to all attendees.
 - Document:** Save, Print, Annotate (all unchecked).
 - View:** Attendee list (checked), Any page (unchecked), Thumbnails (unchecked), Any document (unchecked), Number of attendees (unchecked).
 - Event:** Record the event (unchecked).
 - Communications:** Private chat with: Host (checked), Presenter (checked), Panelists (checked), All attendees (unchecked), Automatically approve teleconferencing requests (unchecked).
- Panelist Privileges:** Select the privileges that you want to assign to all panelists.
 - Document:** Save, Print, Annotate (all checked).
 - View:** Attendee list (checked), Any page (checked), Thumbnails (checked), Any document (checked), Company Name (checked).
 - Event:** Record the event (unchecked), Share documents (unchecked).
 - Communications:** Private chat with: Host (checked), Presenter (checked), Panelists (checked), All attendees (checked), Attention Tracking (checked).

The background interface shows a meeting in progress with participants: SARAH GARRETT (Host, me) and Tobias Rynell. There are 6 attendees displayed. The interface includes tabs for Participants, Chat, Recorder, and Q&A.

Attendee Privileges

Panelist Privileges

Managing the Q&A

Managing the Q&A

Receiving a Question

Only Panelists will be able to view the Questions

The screenshot shows the Cisco WebEx Event Center interface. The main content area displays the text "Only Panelists will be able to view the Questions". The right-hand sidebar contains several panels: "Participants (8)" showing a list of attendees with "Edmond Leclair" highlighted in a red box; "Chat" panel; and "Q&A" panel showing a question from Edmond Leclair: "Q: When will the meeting Start?".

Managing the Q&A

Managing the Question – Assign to

Assign questions to Panelists

- Right Click a Question
- Assign To →
- Select a Panelists Name

The screenshot displays the Cisco WebEx Event Center interface. The top navigation bar includes 'File', 'Edit', 'Share', 'View', 'Communicate', 'Participant', 'Event', and 'Help'. The main content area is divided into 'Quick Start' and 'Event Info' tabs. On the right side, there are panels for 'Participants (8)', 'Chat', and 'Q&A'. The 'Q&A' panel shows a list of questions, with one question selected and a context menu open over it. The context menu options are: 'Assign to' (with a sub-menu showing 'Myself' and 'Tobias R'), 'Priority', 'Answered Verbally', 'Copy', 'Defer...', 'Dismiss...', and 'Deselect'. The 'Assign to' sub-menu is currently open, showing the selection of 'Tobias R'.

Managing the Q&A

Managing the Question – Priority

Prioritize questions based on level of importance

- Right Click a Question
- Priority →
 - High
 - Medium
 - Low
 - Clear

The screenshot shows the Cisco WebEx Event Center interface. The top navigation bar includes 'File', 'Edit', 'Share', 'View', 'Communicate', 'Participant', 'Event', and 'Help'. The main content area is divided into 'Quick Start' and 'Event Info' tabs. On the right side, there are panels for 'Participants (8)', 'Chat', and 'Q&A'. The 'Q&A' panel shows a list of questions. A question by Edmond Leclair is selected, and a context menu is open over it. The menu options are: 'Assign to', 'Priority', 'Answered Verbally', 'Copy', 'Defer...', 'Dismiss...', and 'Deselect'. The 'Priority' option is highlighted, and a sub-menu is open showing the priority levels: 'High', 'Medium', 'Low', and 'Clear'. The 'Send' and 'Send Privately...' buttons are visible at the bottom of the Q&A panel.

Managing the Q&A

Managing the Question – Defer...

The screenshot displays the Cisco WebEx Event Center interface. A 'Respond Privately' dialog box is open in the center, allowing a host to manage a question. The dialog has two sections: 'Mode of response' and 'Response'. In the 'Mode of response' section, the 'Defer' radio button is selected, while 'Answer privately' and 'Dismiss' are unselected. In the 'Response' section, the 'Standard' radio button is selected, and a text box contains the message: 'Thank you for your question. Your question was deferred but will remain in the queue. A panelist will answer your question at a later time.' Below the text box is a 'Save' button. At the bottom of the dialog are 'Send' and 'Cancel' buttons.

On the right side of the interface, the Q&A panel is visible. It shows a list of questions. A question from 'Edmond Leclair' is selected, and a context menu is open over it. The menu options are: 'Assign to', 'Priority', 'Answered Verbally', 'Copy', 'Defer...' (highlighted with a red box), 'Dismiss...', and 'Deselect'. The 'Defer...' option is the focus of the slide.

Managing the Q&A

Managing the Question – Dismiss...

The screenshot displays the Cisco WebEx Event Center interface. A 'Respond Privately' dialog box is open in the center, allowing a user to manage a question. The dialog has two main sections: 'Mode of response' and 'Response'. In the 'Mode of response' section, the 'Dismiss' radio button is selected. In the 'Response' section, the 'Standard' radio button is selected, and a text box contains the message: 'Thank you for your question. The information that you requested cannot be provided by any of the panelists.' Below the text box is a 'Save' button. At the bottom of the dialog are 'Send' and 'Cancel' buttons.

On the right side of the interface, the Q&A chat window is visible. It shows a list of participants and a chat history. A question from Edmond Leclair is highlighted, and a context menu is open over it. The menu options are: 'Assign to', 'Priority', 'Answered Verbally', 'Copy', 'Defer...', 'Dismiss...' (highlighted with a red box), and 'Deselect'. The 'Dismiss...' option is the focus of the slide.

Managing the Q&A

Answering a Question

The screenshot displays the Cisco WebEx Event Center interface. The main window is titled "Cisco WebEx Event Center" and has a menu bar with "File", "Edit", "Share", "View", "Communicate", "Participant", "Event", and "Help". Below the menu bar, there are two tabs: "Quick Start" and "Event Info".

On the right side, there is a sidebar with several sections:

- Participants (8)**: Shows a list of participants. The "Speaking:" section is empty. The "Panelists: 2" section lists "SARAH GARRETT (Host, me)" and "Tobias Rynell". The "Attendees: 6 (1 displayed)" section lists "Edmond Leclair".
- Chat**: A section for chat messages. Below it is a "Send to:" dropdown menu set to "All Participants" and a "Send" button.
- Q&A**: A section for Q&A questions. It shows "All (1)" question. The question is "Edmond Leclair - 08:33 AM" followed by "Q: When will the meeting Start?".

At the bottom of the sidebar, there is a text input field containing "Tuesday at 3pm EST" and two buttons: "Send" (highlighted with a red box) and "Send Privately...".

The bottom left corner of the interface shows the Cisco logo and the text "© 2016 Level 3 Communications, LLC. All Rights Reserved. Proprietary and Confidential." The bottom right corner shows "Connected" with a green dot.

Managing the Q&A

Managing the Question

- Questions and Answers will become viewable to all once they are answered by the Panelists
- Questions answered privately are only viewable by the Attendee who sent the question

The screenshot displays the Cisco WebEx Event Center interface. At the top, there is a menu bar with options: File, Edit, Share, View, Communicate, Participant, Event, and Help. Below the menu, there are tabs for 'Quick Start' and 'Event Info'. The main content area is divided into several sections:

- Participants (8):** A list of participants including 'SARAH GARRETT (Host, me)', 'Tobias Rynell', and 'Edmond Leclair'. There are icons for mute, video, and chat for each participant.
- Chat:** A section for sending messages to participants. It includes a 'Send to:' dropdown menu set to 'All Participants' and a 'Send' button.
- Q&A:** A section for managing questions and answers. It shows a list of questions and answers, such as 'Q: When will the meeting Start' and 'A: Tuesday at 3pm EST'. There are 'Send' and 'Send Privately...' buttons at the bottom of this section.

The interface also features a 'Participants' icon, a 'Chat' icon, a 'Recorder' icon, and a 'Q&A' icon in the top right corner. The bottom right corner shows a 'Connected' status with a green dot.

Managing the Q&A

Questions and Answers

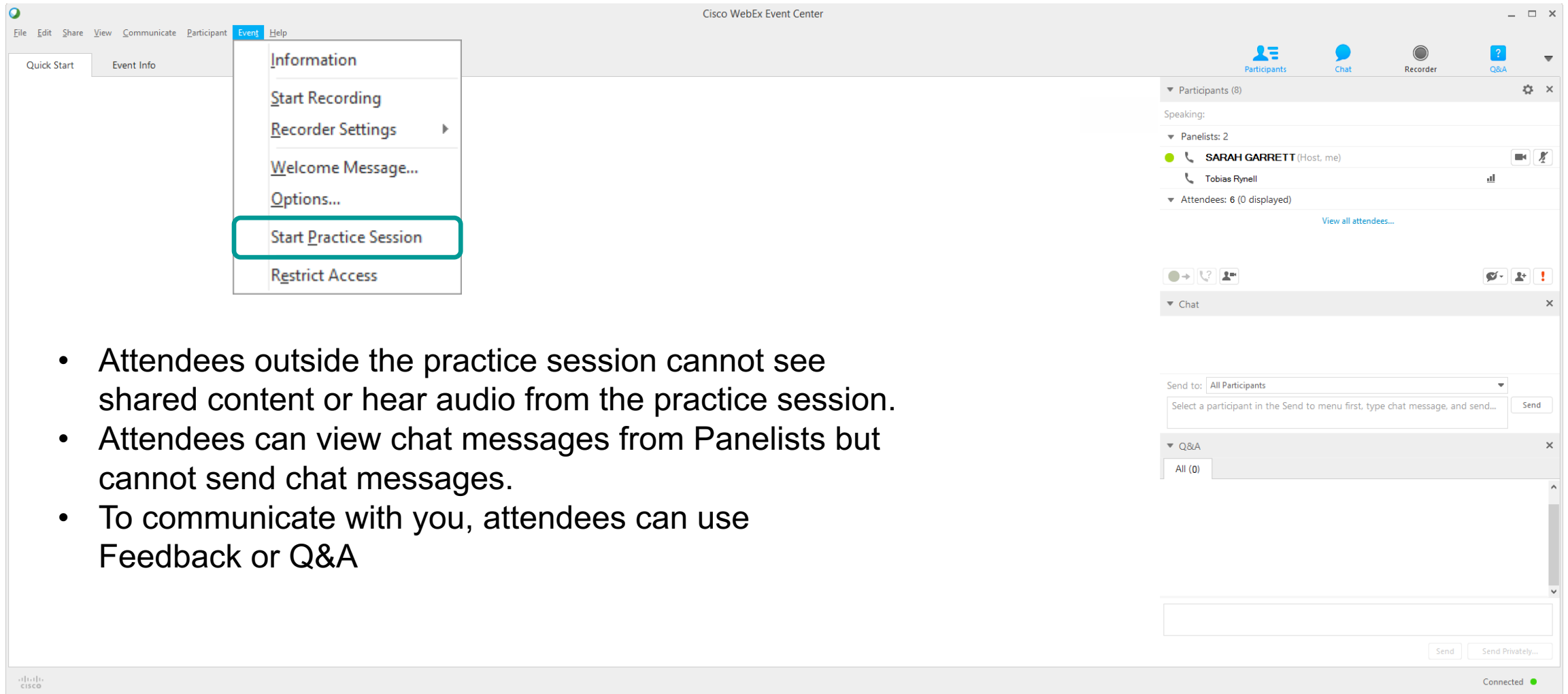
The screenshot displays the Cisco WebEx Event Center interface. The 'File' menu is open, and the 'Open Questions and Answers...' option is highlighted with a red arrow. A sub-menu is visible, showing 'Questions and Answers' as the selected option. The interface also shows a 'Participants' panel with 8 participants, a 'Chat' panel, and a 'Q&A' panel with 2 items. The 'Q&A' panel shows 'All (2)' and 'My Q&A (2)'. The 'Send to:' dropdown is set to 'All Participants'. The 'Send' button is visible.

[Open Questions and Answers...] will allow you to load your previously saved Q&A into your event

Practice Session

Practice Session

Start a Practice Session



The screenshot displays the Cisco WebEx Event Center interface. The 'Event' menu is open, showing options: Information, Start Recording, Recorder Settings, Welcome Message..., Options..., Start Practice Session (highlighted with a red box), and Restrict Access. The main interface shows a meeting in progress with 8 participants, 2 panelists (SARAH GARRETT and Tobias Rynell), and 6 attendees. The chat and Q&A sections are visible at the bottom.

- Attendees outside the practice session cannot see shared content or hear audio from the practice session.
- Attendees can view chat messages from Panelists but cannot send chat messages.
- To communicate with you, attendees can use Feedback or Q&A

Practice Session

Inside a Practice Session

The screenshot shows the Cisco WebEx Event Center interface for a practice session. The main window title is "Cisco WebEx Event Center (Practice Session)". The top navigation bar includes "File", "Edit", "Share", "View", "Communicate", "Participant", "Event", and "Help". Below this, there are tabs for "Quick Start" and "Event Info". A yellow notification banner states: "You are now in a practice session. Attendees outside the practice session cannot see shared content or hear audio from the practice session. Attendees can view chat messages from panelists but cannot send chat messages. To communicate with you, attendees can use Feedback or Q&A." The right-hand sidebar contains several sections: "Participants (8)" with a "Speaking:" section; "Panelists: 2" listing "SARAH GARRETT (Host, me)" and "Tobias Rynell"; "Attendees: 6 (0 displayed)" with a "View all attendees..." link; a "Chat" section with a "Send to:" dropdown set to "All Participants" and a "Send" button; and a "Q&A" section with an "All (0)" button. At the bottom right, there is a "Connected" status indicator.

Sharing Content

Multimedia...

Sharing Content

Multimedia...

The screenshot displays the Cisco WebEx Event Center interface. On the left, the 'Share' menu is open, listing options: My Screen (Ctrl+Alt+D), File (Including Video)..., Application, Whiteboard (Ctrl+Alt+N), Web Content..., Web Browser..., Multimedia... (highlighted with a red box), and My Event Window. In the center, a 'Share Multimedia' dialog box is open, containing the following text: 'To share multimedia, type the Web page address (URL) below; do not type the direct URL address to a specific multimedia file. The content will automatically appear in the Media Viewer panel for all attendees.' Below this is a note: 'Note: The Media Viewer feature does not support Linux and Solaris operating systems.' There is an 'Address:' label followed by a text input field and a dropdown arrow. An example URL is provided: 'Example: http://www.webex.com/demo.html'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. On the right side of the main window, the 'Participants' panel shows 8 participants, with 'SARAH GARRETT (Host, me)' and 'Tobias Rynell' listed. Below this are sections for 'Chat' and 'Q&A'. The 'Send to:' dropdown is set to 'All Participants'. The 'Send' button is visible. At the bottom right, the status bar shows 'Connected' with a green dot.

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Multimedia...

- Media will play on Participant's individual computers
- Instruct participants to double click media box to enlarge to full screen

The screenshot displays the Cisco WebEx Event Center interface. The main window is titled "Cisco WebEx Event Center" and has a menu bar with "File", "Edit", "Share", "View", "Communicate", "Participant", "Event", and "Help". Below the menu bar are tabs for "Quick Start" and "Event Info". The interface is divided into several sections: "Participants (8)", "Speaking:", "Panelists: 2", "Attendees: 6 (0 displayed)", "Chat", and "Media Viewer". The "Media Viewer" section is highlighted with a red border and shows a video player with the Level(3) logo and the word "VIDEO" written on a whiteboard. The video player has a progress bar at the bottom showing "0:01 / 4:00".

Summary

Overview and Support

Summary

Overview

Topics	Sub-Topics
Scheduling events from your WebEx Microsite	Basic Scheduler
	Advanced Scheduler
	Survey Questions
	Managing Events
	Build a New Program
Inside the Event Room	Roles inside the Event
	Assigning Privileges
	Managing Q&A
	Starting a Practice Session
Sharing Content	Multimedia...

Summary

24/7 Customer Care Support

United States	(888) 447 - 1119
North America Toll	+1 (303) 389 - 4018
Worldwide Customer Care	conf.cfer.com

Thank You