NOCSAE Summer Standards Committee Meeting

Attendee Guide
Friday, July 24, 2020
9:00 AM CT – 1:00 PM CT (at the latest)


How to Join the Meeting
Your Webex calendar invitation includes a link that will allow you to join the meeting. When you open the meeting invite:

- Hit “Join Event” green box in invite (rehearsal sample below)

- Click on “Submit” blue box

- Click on “Join” box
Webex Event Setup & Features

Panelists = NOCSAE board, Research Director, Technical Director and NOCSAE team

- All panelists will be visible on video

Attendees = All other attendees

- Attendees can listen to the meeting and view panelists.
- Attendees will be kept on mute and will not be visible.
- Attendees can use the RAISE HAND icon to ask a question.
- Host will unmute attendees to ask a question.

In the Webex window, if you move your mouse over the WebEx window you will see seven (7) round icons at the bottom of your screen that allow you to control some key functions.

Controls for attendees:

- Microphone (always on mute unless host unmutes the line)
- Participants – attendee will only see their own name and can use the Hand Icon to comment or ask a question.
- Red X – To leave meeting
  - If you hit this by accident, simply go back to your calendar invite to “Join Event.”

Items that are not applicable for attendees:

- Camera (attendees cannot share cameras)
- Share screen/with arrow icon (N/A for attendees)
- Chat Bubble – Chat will not be open to attendees
- Three Dots – N/A for attendees