Chapter Events/Webinars Using IEEE Webex

IEEE United Kingdom and Ireland Section

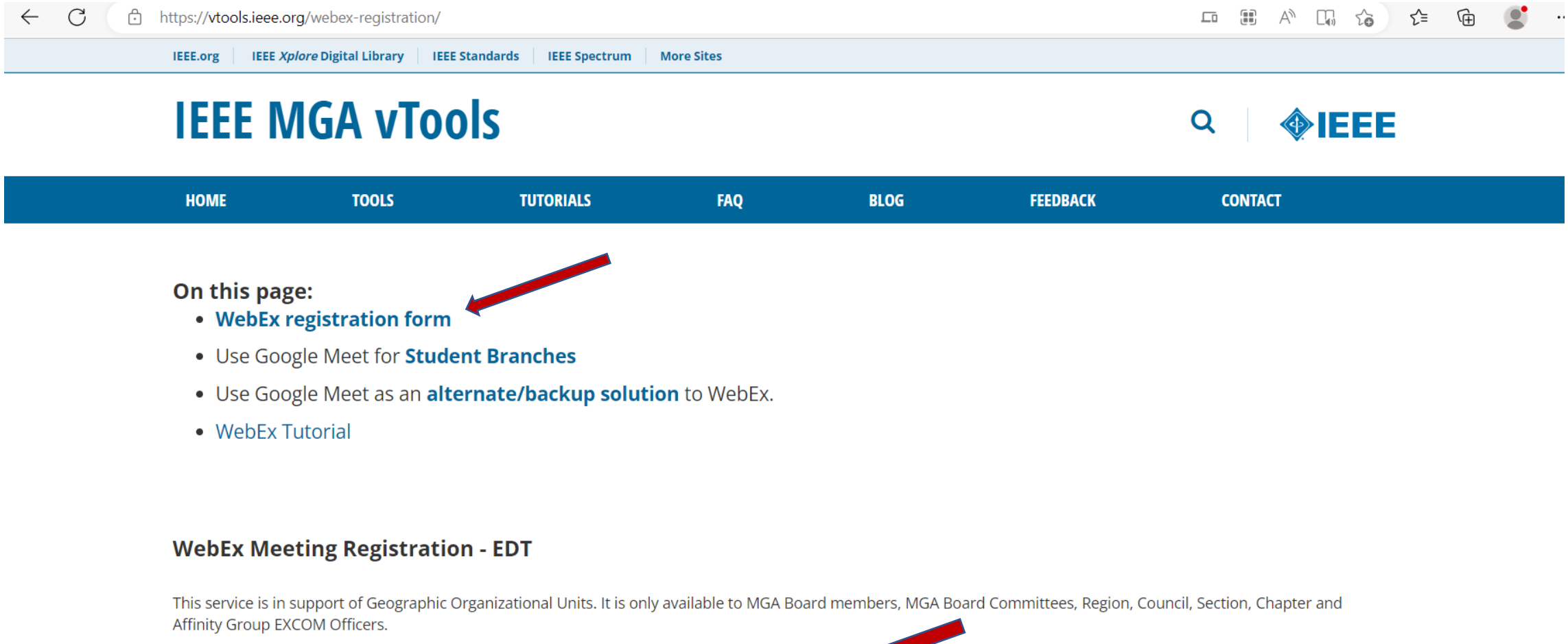
WebEx Meeting Registration – Who can use this service?

This service is in support of Geographic Organizational Units. It is available to

- MGA Board members and Committees
- Region, Council, Section, Chapter and Affinity Group EXCOM Officers
- Can book it via vtools
- Link: WebEx Registration – IEEE MGA vTools

Chapter Events/Webinars Using IEEE Webex

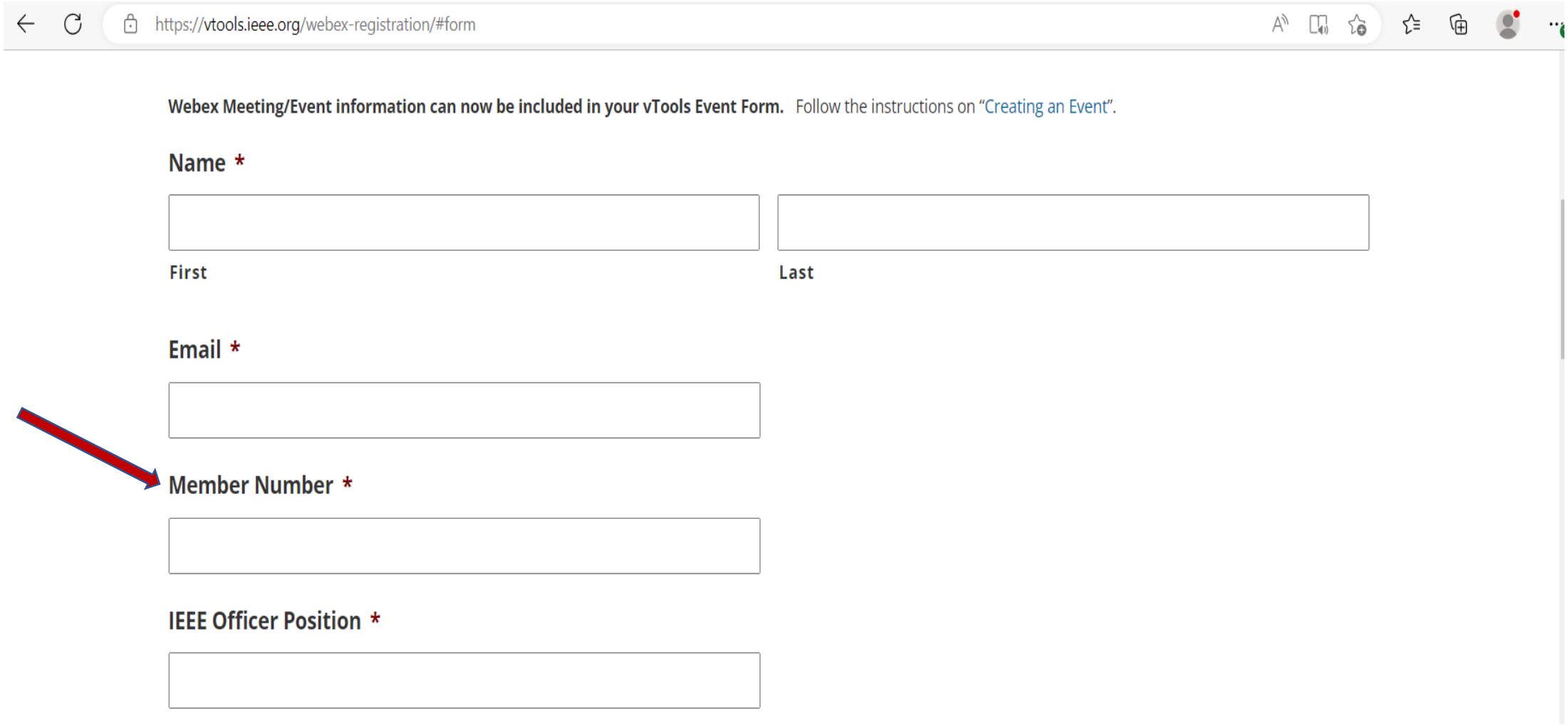
IEEE
United Kingdom and Ireland Section



Section Spring Meeting – 28th April 2023

Chapter Events/Webinars Using IEEE Webex

IEEE United Kingdom and Ireland Section



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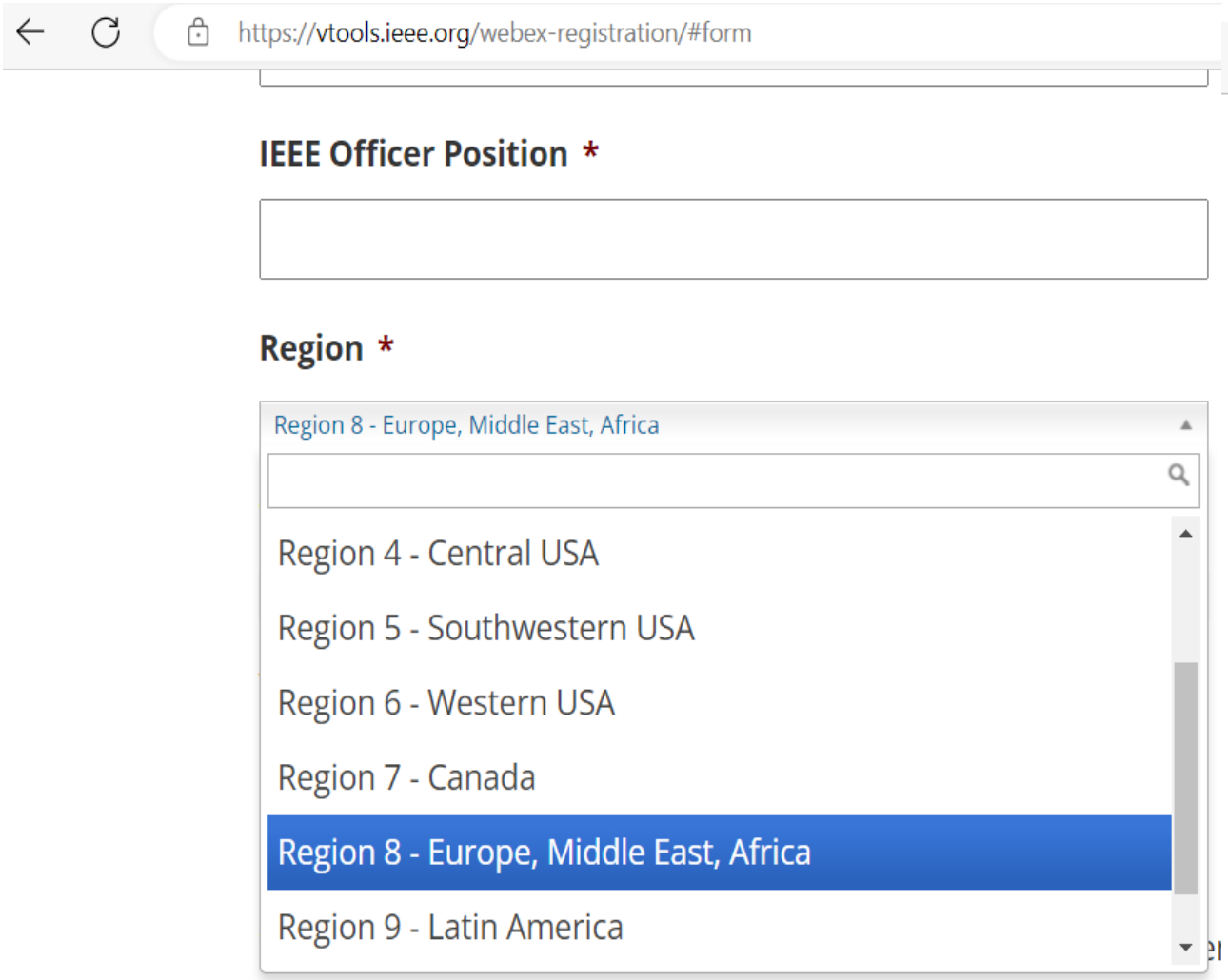

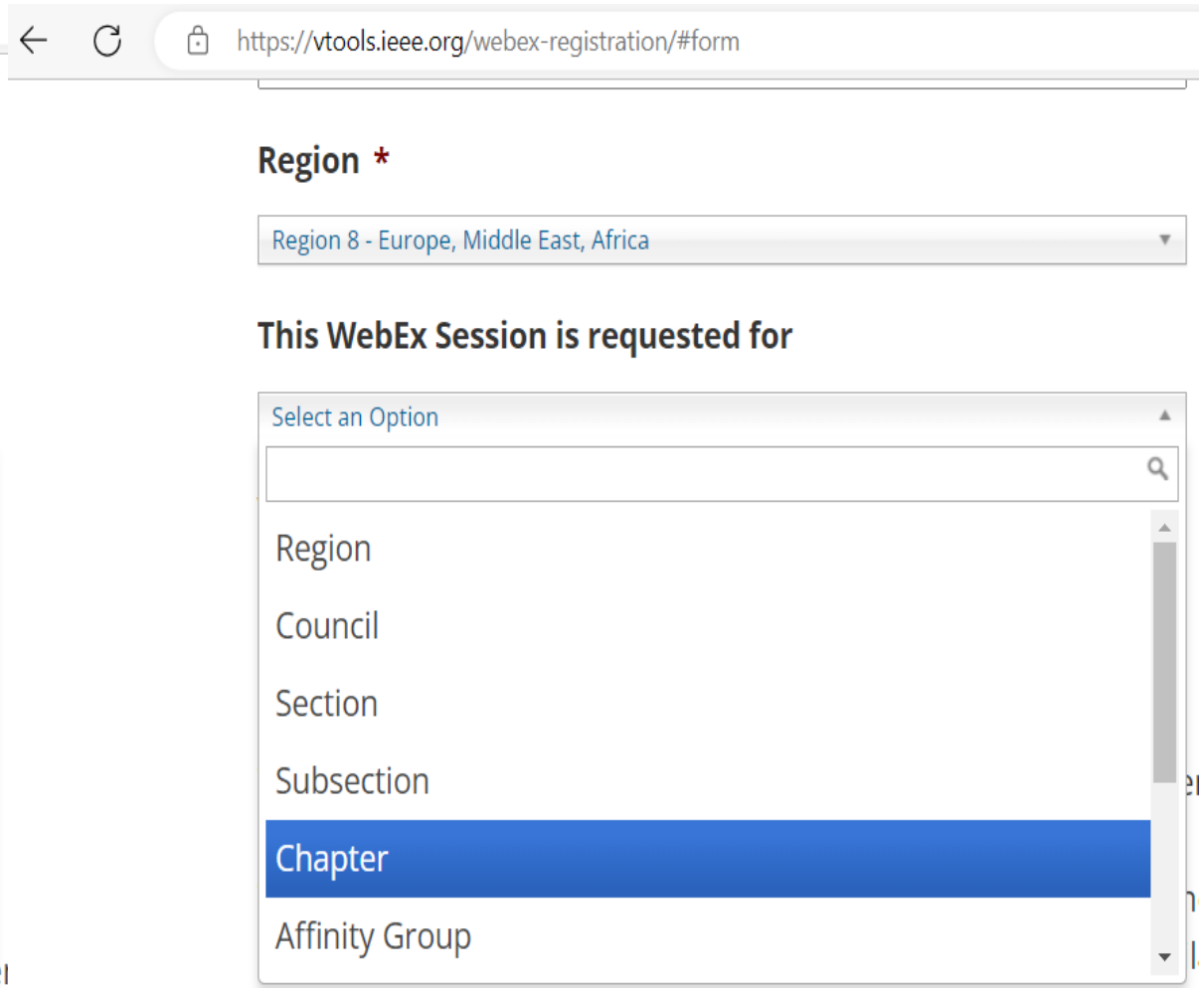

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IEEE United Kingdom and Ireland Section

https://vtools.ieee.org/webex-registration/#form

Region *

Region 8 - Europe, Middle East, Africa

This WebEx Session is requested for

Chapter

WebEx Session Type *

- ○ **Meeting (Most Common)**
- ○ **Webinar**

WebEx Meetings and Webinars are similar in the features they offer. However, each may be best suited in a different scenario.

WebEx Meetings are the most common. They may be preferred when the number of participants is less than a hundred and they are expected to participate in the conversation. This would be similar to a small to medium team meeting or a presentation.

WebEx Webinars may be preferred when the presentation is one-way and the there is a very large group of attendees with no audio participation. This would be similar to a professor giving a lecture to hundreds of students in a large lecture hall.

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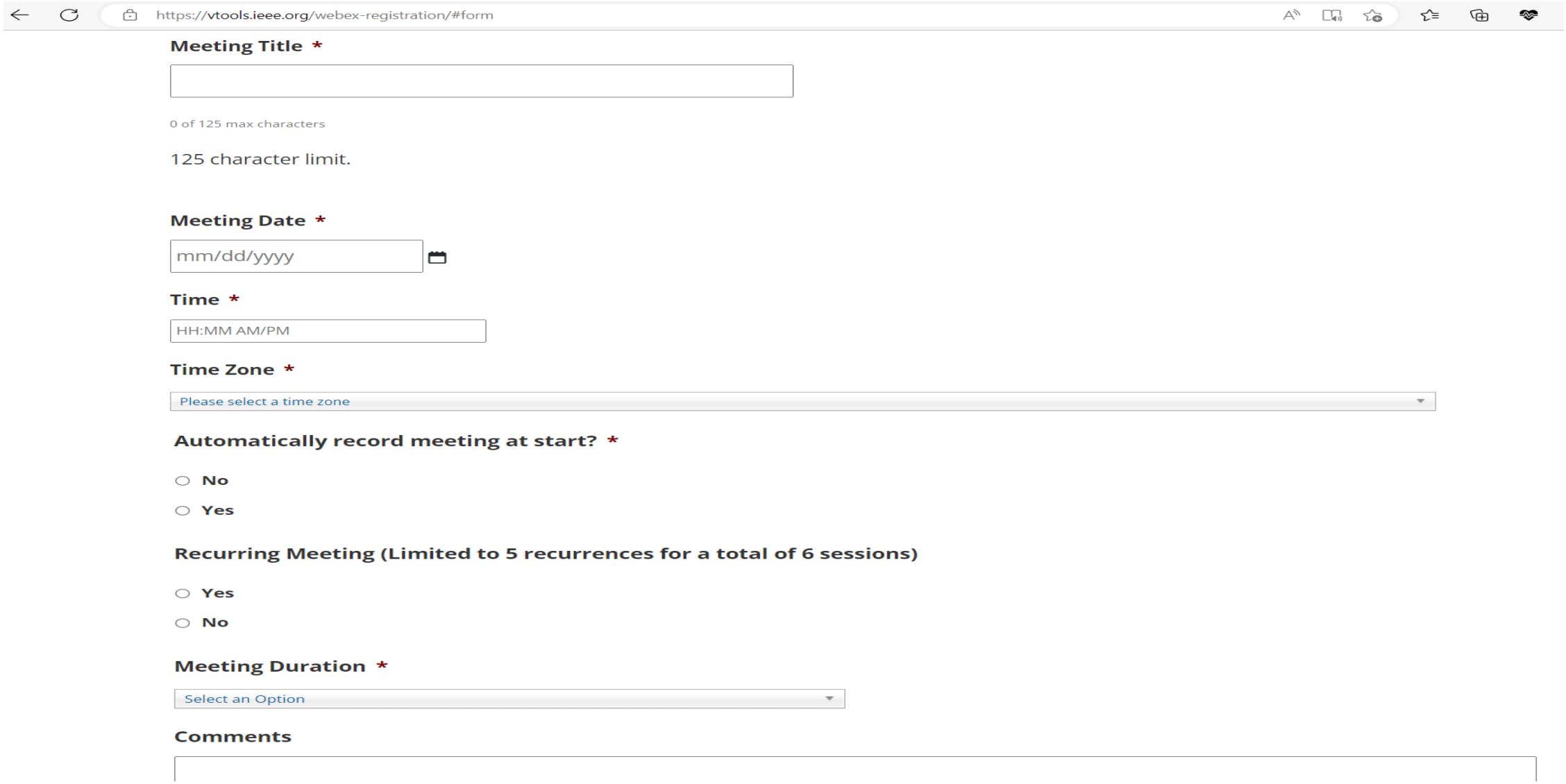

Section Spring Meeting – 28th April 2023

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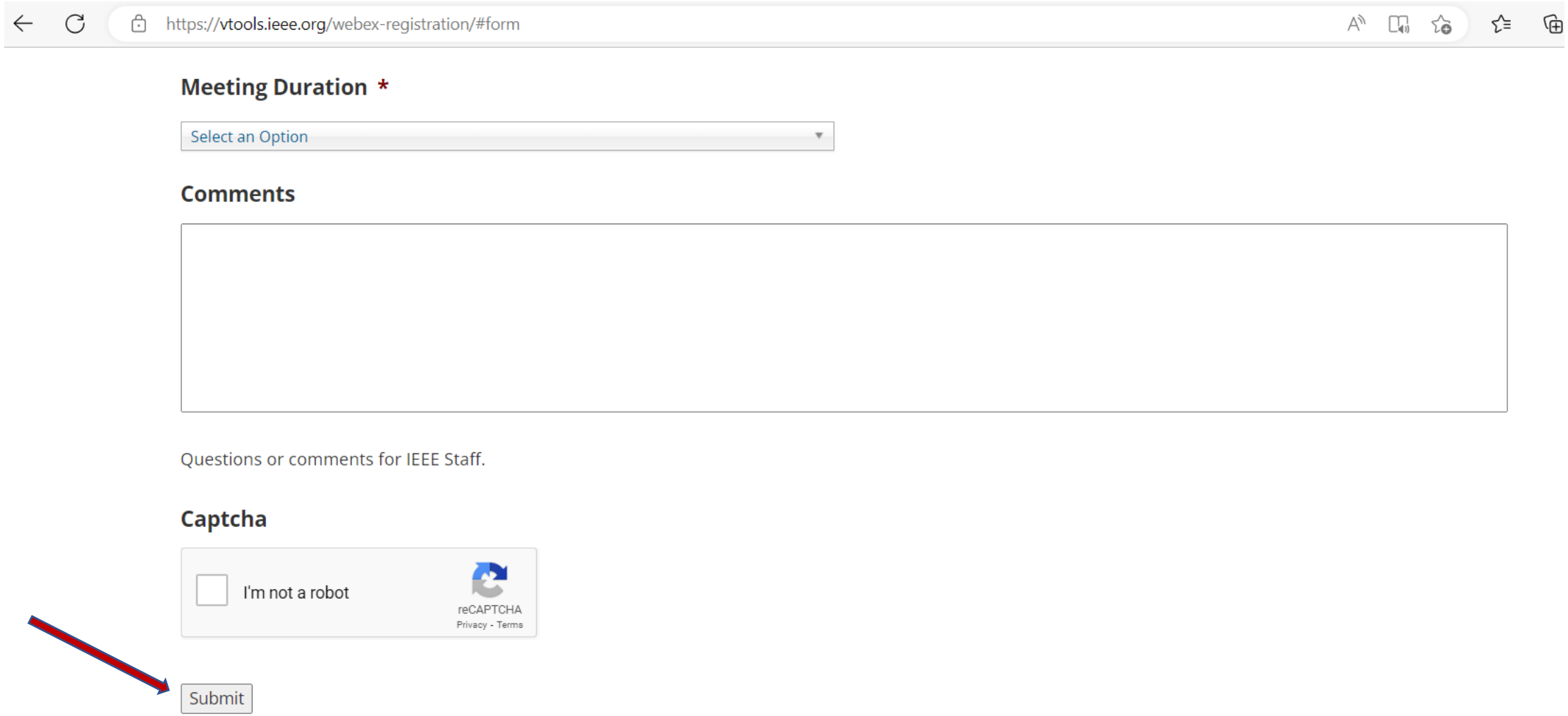
IEEE United Kingdom and Ireland Section



Chapter Events/Webinars Using IEEE Webex

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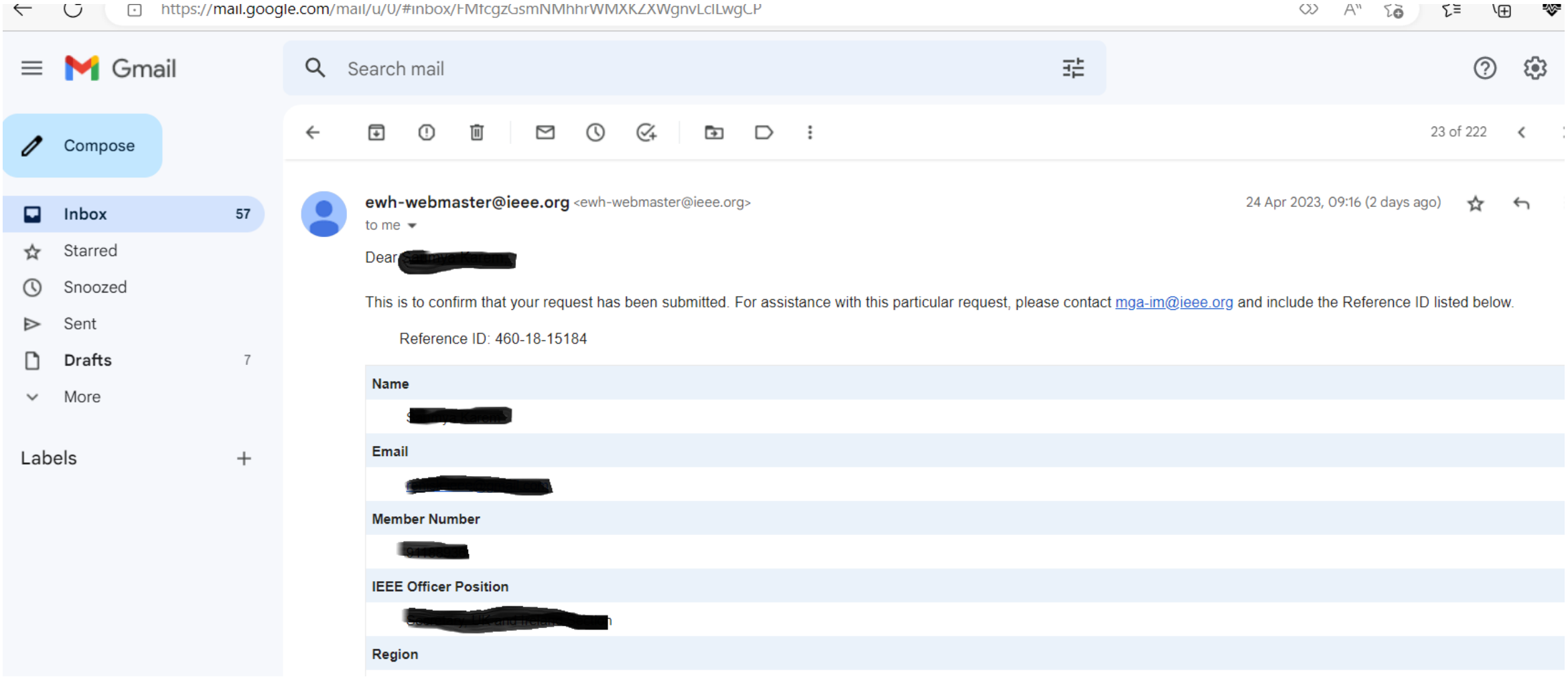
Confirmation Email



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Labels

23 of 222

ewh-webmaster@ieee.org <ewh-webmaster@ieee.org>

24 Apr 2023, 09:16 (2 days ago)

to me

Dear [redacted]

This is to confirm that your request has been submitted. For assistance with this particular request, please contact mga-im@ieee.org and include the Reference ID listed below.

Reference ID: 460-18-15184

Name
[redacted]
Email
[redacted]
Member Number
[redacted]
IEEE Officer Position
[redacted]
Region

Chapter Events/Webinars Using IEEE Webex

IEEE
United Kingdom and Ireland Section

Email with Webinar details

Dear Volunteer,

Below please find information on the WebEx session you requested.

WebEx information: To ensure a successful WebEx session, please **review the WebEx instructions** before your meeting. You can enter the WebEx 15 minutes prior to the scheduled start time and reclaim the host role and start the meeting using the above instructions. This can be done either via web browser or from the WebEx smartphone app.

Please note that you have been assigned a panelist role for the event and WebEx will recognize you as a panelist by your email address - [redacted]. Panelist password: AZstfpMv688 Once you reclaim the host role, you will be able to add other panelists and presenters.

WebEx Host key: 189788 . Use this code to reclaim host privileges. **Do not share this host key with invitees.**

Audio: The host must start the WebEx before the audio is active. This can be done either via the web interface through a computer, or from the smartphone app. Please note that due to the increased WebEx hacking attempts, the callback feature where WebEx dials out to phone numbers provided by meeting attendees is no longer available.

Please use the information below to invite your members. Please make sure that the date and time listed for your meeting in the below invitation are correct:

++

Webinar topic:
IEEE CAS Chapter Talk: The Engineering Evolution for the Quantum Revolution

Date and time:
Wednesday, April 26, 2023 2:00 PM | (UTC+02:00) Brussels, Copenhagen, Madrid, Paris

Join link:
https://ieeemeetings.webex.com/ieeemeetings/j.php?MTID=m17bc7441069e2639b7b0e82d01621ced

Webinar number:
2531 125 7538

Webinar password:
JAqUVbJ368T (52788253 from phones and video systems)

Join by phone
+1-415-655-0002 United States Toll
1-855-282-6330 United States Toll Free

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IEEE WEBEX Tutorial Link

WebEx Meeting Tutorial – IEEE vTools Knowledgebase

This tutorial will tell you:

- **How to successfully begin your IEEE WebEx session**
- **Webex "New" Event Request Instructions**

Optional "Practice Session"

If requested in "Comments" area of Webex Request Form, Events (Only) can be coded to open up to 60 minutes before the Scheduled Start Time in order to have a "Practice Session".

Recordings

Once the meeting has ended, contact IEEE staff to obtain a link for your webex recording.