

The EAUC uses WebEx to manage and host webinars, lunchtime chats or virtual meetings. This guide gives presenters using the system, information on how to schedule a webinar, technical requirements and some of the tools you can use for your webinar.

Service from EAUC

We will:

- provide guidance on the structure and content of the webinar
- promote the webinar to EAUC Members and Sustainability Exchange users (as relevant)
- schedule webinars, book attendees via the EAUC website and administer WebEx invitations
- be on hand at the start of the webinar to deal with any issues and be available throughout for support (not as an active participant). We can note any actions required by the host by way of a follow up (not meeting minutes). This ensures the host can focus on the webinar itself rather than note-taking
- will record the event and allow attendees and non-attendees access to it (if relevant)
- host resources on WebEx and the Sustainability Exchange for attendees and non-attendees to access after the event
- offer an event feedback facility if required

To set up your webinar

We will need the following information to schedule the webinar:

- title of webinar
- date and time (duration) – we recommend you add an extra 15-30 mins to the length of the webinar, to allow time for technical issues and to go through the process with the presenter on the day.
- if a password to access the webinar are required
- any files needed (this a can also be added on at a later date)
- if you wish to invite particular people, you need to let us know eg co-presenters. If the webinar is being managed by the EAUC on your behalf, as people book on, they will be added to the list and sent an email invitation by WebEx. You, as the presenter, will also receive this (see below).

We will capture this information via a form – if you do not have this, please let us know. This information will be used to set up the webinar on the EAUC website (if relevant) and on WebEx for email invitations etc.

How to access WebEx as a presenter

You will join the webinar in the same way that attendees do.

- Log into WebEx using the link in the email invitation (the event must have set up first – see above). We will send you an invitation to join the webinar from the moment it is set up so you have plenty of time to go in and familiarise yourself with the system.

We recommend that you spend plenty of time getting to know the various tools and actions available in WebEx as this will drive the content of the meeting. For example, if you want to share your screen, show a video, do a live chat etc.

- When you join the meeting on the day of the meeting, the EAUC will be the host (and the presenter) as we have set it up.
- The EAUC will assign presenter rights to you but will remain as host so we can step in if you have any issues.

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH
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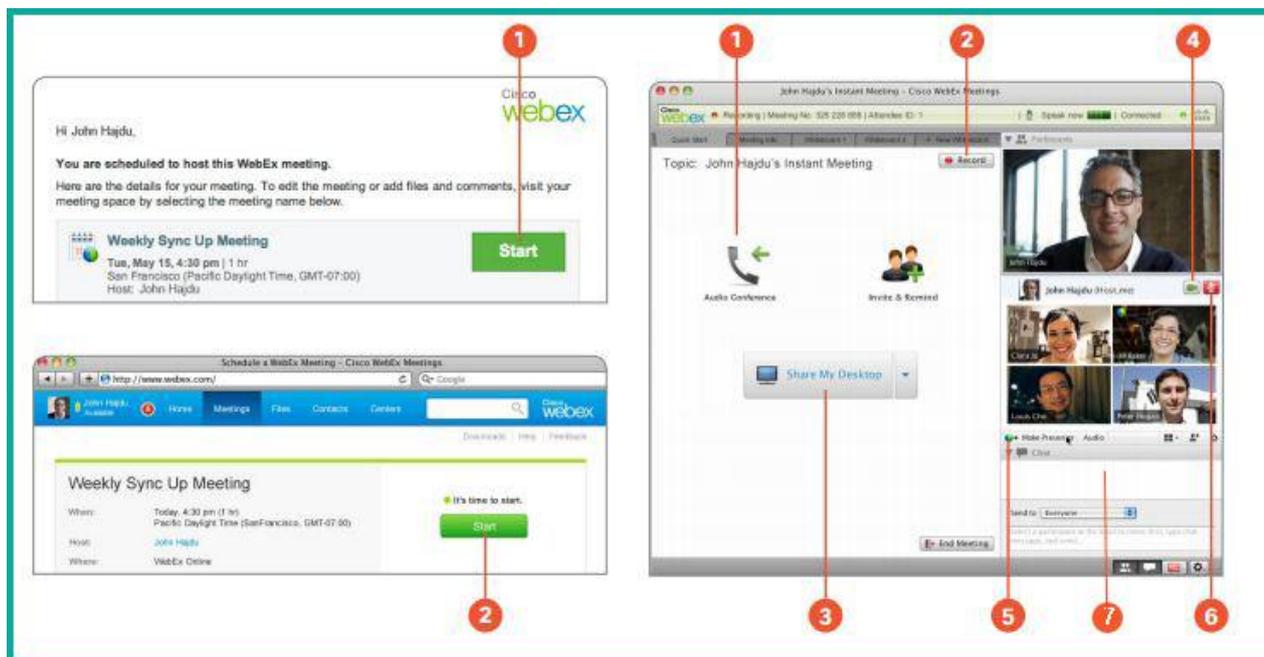
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Tools you can use as presenter



Start the meeting

- Click the Start (1) button in your email invitation.
- Then click the Start (2) button, and your meeting will begin!

Work together

1. **Start your audio:** Call in to your meeting or connect using your computer's audio system (VoIP) and phone callers can talk together.
2. **Record:** Record your meeting for sharing later.
3. **Share your desktop:** Share files, applications, or videos. Present anything on your desktop.
4. **Turn on your webcam:** Click the video icon and meet face-to-face.
5. **Pass the ball:** Anyone can share—just drag the ball to the new presenter's name!
6. **Mute/Unmute:** Hosts can mute anyone.
7. **Chat:** Start a side conversation with anyone in the meeting.

End the meeting

When you have finished the webinar and you are ready to exit, click 'End Meeting', which is on the bottom right-hand corner of the 'Quick Start' screen.

A command box will appear, with two options ticked. If you want the files used during the webinar to be included post-webinar, then keep the first option ticked. If you want all delegates to access these files uploaded, then keep the second option ticked. If you are happy that all delegates have saved the files shared and shown during the webinar, then you need not have either option selected.

Follow up

The meeting ends but you can assign next steps and follow up in your Meeting Space. Share new files and comments, review recordings and notes. You'll see updates on the WebEx home page. Your secure Meeting Space will be there as long as you need it.



Tips for running the perfect webinar

1. **Practice!** Practicing isn't just about the content. Be sure to practice:
 - Using the tools
 - Timing
 - Surveys – if you are conducting survey/polls during the presentation don't forget to try it out
 - File Sharing
 - Desktop sharing
 - A technical difficulty like loss of audio
2. **Step away from the slides!** Slides are useful for a webinar, but don't get out of hand. Many webinars include slide after slide after slide. Don't do this. If you truly want to engage and captivate your audience:
 - Share content such as supporting documents
 - Include multimedia
 - Share your desktop to perform demos if appropriate
 - Use video
 - Conduct surveys/polls at various points in the presentation

Offering multiple styles of content keeps the webinar interesting.

3. **Keep an eye on the time!** Webinars are kept short for a reason so make sure your agenda is tight and that you keep to time.
4. **Be careful when sharing your screen!** When you share your screen, delegates can see everything so make you close any windows or documents that you don't need to use. Ensure you don't have any confidential or inappropriate documents on display
5. **Book a quiet room.** Make sure you don't carry out the webinar in a busy or open plan office as you'll be distracted and so will the delegates
6. **It's behind you!** Make sure you have a nice clear, plain background as delegates will see this. Ensure the camera is fixed on you and you can be seen clearly
7. **Ensure you go through the housekeeping at the start.** Ensure delegates know if you're happy to take questions throughout, be clear about you want to use the web chat facility (ie save these until the end) etc
8. **Think about your delegates.** Some will not have microphones so make sure they are included – this is a good opportunity to use the web chat but you need to go through how you'll use this in the housekeeping (see 7)
9. **Use a headset.** It's vital that you have a quality microphone and that you've tested that it works. We recommend you use a headset so you're hands are free to navigate the screen.
10. **Remember – you can be seen and heard at all times!**

Technical requirements

Get the best performance from WebEx

Some factors that affect performance include:

- The speed of your Internet connection
- Internet traffic between you and the WebEx server
- The performance of any firewall and proxy servers on your network

To improve performance:

- Get the fastest internet connection possible
- Use document (presentation) sharing instead of application or desktop sharing
- Share documents that contain fewer images

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System requirements

Windows support

- Intel Core2 Duo CPU 2.XX GHz or AMD processor. (2 GB of RAM recommended)
- JavaScript and Cookies enabled
- Active X enabled and unblocked for Microsoft Internet Explorer (recommended)
- Java 6.0 or later

MAC support

- Intel processor (512 MB of RAM or more recommended)
- JavaScript and cookies enabled
- Plug-ins enabled in Safari
- Java 6.0 or later

Linux support

WebEx will support any Linux distribution as long as it meets the following minimum requirements:

- Kernel: 2.6 or later
- X Lib: X11R6 or later compatible
- C++ Lib: libstdc++ 6
- Desktop Environment: XFce 4.0 or later, KDE, Ximian, Gnome
- GDK/GTK+ version: 2.0 or later
- Glib: 2.0 or later
- Sun Java 1.5 or later

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