WebEx Instructions

Both the plenary and parallel sessions of the SiD workshop will be teleconferenced using WebEx. To connect via WebEx, you will need the WebEx meeting number and password, which are listed on the agenda for each session.

To join a meeting:

1. Go to fnal.webex.com
2. Click on the appropriate meeting
   a. SiD Workshop Plenary $\Rightarrow$ Plenary session
   b. Session 1 $\Rightarrow$ Tracking (morning) / Software (afternoon) parallel session
   c. Session 2 $\Rightarrow$ Muon parallel session
   d. Session 3 $\Rightarrow$ Calorimeter parallel session
   e. Session 4 $\Rightarrow$ Benchmarking parallel session
3. Enter the meeting password listed on the agenda server
4. Click "Join Now"
5. Enter your name and email address when prompted
6. Follow the instructions on installing the WebEx client software if necessary
7. When prompted, provide a call-back number for your phone
8. If you prefer to dial into the meeting directly, call:
   a. Call-in toll-free number (US/Canada): 866-469-3239
   b. Call-in toll number (US/Canada): 650-429-3300

To give a talk remotely:

1. The session chair must first change your status to "Presenter" by right-clicking next to your name and selecting Change Role / Presenter
2. Click the "Share your Desktop" icon
   a. Alternatively, on the WebEx menu bar select Share / Desktop
3. Your desktop will now be displayed on everyone's screen
4. Bring up your presentation on your computer and proceed with your talk
5. When finished, the session chair should click on the "Participant Panel" icon and repeat step 1 to give the next speaker the role of Presenter