



**AMERICAN
UNIVERSITY
OF BEIRUT**

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TWELFTH INTERNATIONAL CONFERENCE ON EFFECTIVE TEACHING AND LEARNING IN HIGHER EDUCATION

Conference Theme:

“Advancing Diversity & Inclusion through Liberal Arts Education”

Friday, March 17, 2023

Online using WebEx

Get Yourself Technically Set Up

- Have a back-up internet connection
 - Be ready to use your mobile phone’s hotspot
 - Save your hotspot password on your computer
- Test your computer camera, speaker and mic
 - Have a headset ready to avoid any background noise

For any technical support on your laptops, you can connect with the IT representatives during the conference day.

Set Up a Conducive Environment

- Set up a non-distracting and ergonomic working space
- Make sure your face is front lit and your background is plain/professional
- Inform others not to distract you
- Turn-off all computer notifications
- Set your mobile phone on silent mode
- Set your working space to include your needed items (water bottle, coffee or tea, tissue paper box, notebook...etc.)



Get Warmed Up for the Conference Day

- Plan to log in to WebEx 15 min before the day start

Before the Event		Day of Event
Get Set	Get Ready	Go
<ul style="list-style-type: none">- <u>Get the app</u>: Download the WebEx desktop app- <u>Test it out</u>: Get yourself familiar with the features you'll be using in WebEx as mute/unmute, sharing video camera, and sharing content. Check that your audio and video settings to verify you can be seen and heard clearly. For your reference, check out the quick start guide about Meetings.	<ul style="list-style-type: none">- Remember to secure chargers for laptops or other equipment you need to participate in the online event.- Make sure you have a reliable internet connection.- Get your video spot ready by ensuring you have a plain or professional background to avoid distractions to audience and ensuring you have the proper lighting so you are clearly seen on video.- Ensure you have noise-canceling headphones or a headset for the best audio experience.	<ul style="list-style-type: none">- Keep your microphone muted if you are not speaking.- Be ready to open your camera especially when you are presenting. If you face bandwidth problems, turn off your camera.- Use a virtual background as deem fit by your event organizer