

The 4th Middle East Lung Cancer Congress

Tips to ensure a successful experience for Attendees

What equipment do I need?

Before June 17, 2022, please make sure you have access to:

- ✓ A working computer, tablet or smart phone with a stable Internet connection
- ✓ A microphone & speakers/headphones
- ✓ WebEx App installed
<https://www.webex.com/downloads.html> (no account sign-up required)

Test your WebEx connection, audio, and try using the WebEx app's functionality before the meeting, at <https://www.webex.com/test-meeting.html>

How will I connect to the meeting?

Monitor your email! All registered participants will receive a registration confirmation to the "4th Middle East Lung Cancer Congress" with access links to the sessions by Wednesday June 15.

Please note that forwarding or sharing these links could impact your ability to access the meeting.

Problems? If you don't see a confirmation email by Wednesday June 15, check your junk or spam folder. If it is not there, please email us at cmeoffice@aub.edu.lb before the end of the day on Thursday, June 16.

What happens when I click on the session WebEx links?

- ✓ WebEx will ask you to put your full name and e-mail address. Please make sure you use the same name and email address you used to register with for this event upon logging-in
- ✓ First, you will enter a "Waiting room" until the session begins.
- ✓ We will let you join the session a couple minutes before it starts so that we can begin on time.
- ✓ By default, your audio will be muted when you join the session.
- ✓ You can type in your questions and comments in the Q&A or Chat Box.

What do I do if I have connection issues?

If you have any issues connecting, first try closing out of WebEx and rejoining the session. If that doesn't help, you can take a look at WebEx's [FAQs list](#), or search their online [Help Center](#).

Pro Tips

- ✓ For computer audio - use headphones to reduce echo or feedback.
- ✓ Switch up your view! To change the view, select the Active Speaker and Thumbnail View or the Floating View icon at the top right corner of your screen.

Virtual Meeting Etiquette

Let us work together to make sure we facilitate every one's connection, learning process, and essential engagement during this online meeting. Consider following these best practices to optimize the meeting for all:

SUPPORT EACH OTHER

Feel free to send someone a compliment on their comments or questions in the meeting chat. Keep chats and comments appropriate, courteous, and professional.

BE READY TO SHARE, CONNECT AND NETWORK!

During sessions, presenters will be asking for your thoughts, comments and answers via the chat box and chat.

HELP OUT YOUR COLLEAGUES

If you're a WebEx pro, help answer technical questions from other attendees in the chat!

FOLLOW US ON SOCIAL MEDIA



USE THE FOLLOWING HASHTAGS TO TAG US DURING SESSIONS!

#cme
#AUBMC
#AUB
#medEd
#onlinelearning
#healthcare

DON'T SOLICIT OR MARKET TO ATTENDEES

Do not use meeting chats, or private chat messages to solicit or market your business or services to other meeting participants.

Are you ready?

Please reach out to the CME staff at AUBMC if you have any questions or concerns regarding the virtual setup of this meeting.

E: cmeoffice@aub.edu.lb

Tel: +9611350000 Ext. 4714