

The 4th Middle East Lung Cancer Congress

Tips to ensure a successful experience for Speakers and Panelists

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
- ✓ A webcam - built-in or external
- ✓ 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 speakers will receive a registration confirmation to the "2nd Middle East Lung Cancer Congress" with access links to their 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 receive 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, 2022.

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 we used to send you the link of the event.
- ✓ We will let you join the session a couple minutes before the start so that we can begin on time.

What do I do if I have connection issues?

If you have any issues connecting, first try to close WebEx and rejoin the session. If that doesn't help, you can take a look at WebEx's [FAQs list](#), search their online [Help Center](#) or send us on the below e-mails.

ri25@aub.edu.lb, hh49@aub.edu.lb

Pro Tips

- ✓ For computer audio - use headphones to reduce echo or feedback.
- ✓ When your webcam is on, center yourself in the screen & avoid any backlighting or lighting that can wash you out.
- ✓ Sharing your video may slow your connections; if you experience a choppy connection while using your video, try closing your camera to see if that helps.
- ✓ 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.

ENCOURAGE ATTENDEES TO SHARE THEIR THOUGHTS IN THE CHAT BOX

FOLLOW US ON SOCIAL MEDIA



USE THE FOLLOWING HASHTAGS TO TAG US DURING SESSIONS!

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

HELP OUT YOUR COLLEAGUES

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

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.

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