

Thank you for supporting DCVMNs webinar programme.

Webinars are presented on the Webex Events platform.

1. Purpose

- To facilitate regular sharing of up-to-date and pertinent information between members and partners.
- Attendance is limited to DCVMN member and partner organizations and invited presenters.
- The focus is scientific / technical / global topics relevant to the vaccine industry.

2. Timing

- Frequency: one to two per month, depending on demand.
- Time: If one / month, then the default time is mid-month, Thursday 9 a.m. Central European Time. This time zone accommodates most members. Where permission is granted, webinars are recorded and the slides and recording are posted on the DCVMN web page and can be accessed any time at <https://www.dcvmn.org/-Webinar-materials-13->
- Invitations are sent 2 weeks and 1 week before the event to the designated DCVMN contact person(s).

3. Pre-registration

- Large Events require pre-registration and pre-approval.
- You will be sent a link to the Event page and invited to register.
- Go to the Event page.
- **Note that you can test your computer audio and video at the bottom of this page.**
- To register, click the **Register** button (there are two, either works).
- On the registration page, enter your details and password, if required, then click **Submit**.

Event Information: WEBINAR: TEST SESSION

Registration is required to join this event. If you have not registered, please do so now.

[English](#) : [Paris Time](#)

Event status: Not started ([Register](#))

Date and time: Saturday, December 5, 2020 2:15 pm
Europe Time (Paris, GMT+01:00)
[Change time zone](#)

Saturday, December 5, 2020 3:15 pm
South Africa Time (Pretoria, GMT+02:00)

Saturday, December 5, 2020 10:15 pm
Korea Time (Seoul, GMT+09:00)

Saturday, December 5, 2020 6:45 pm
India Time (Mumbai, GMT+05:30)

Program: Webinars

Panelist(s) Info: ENTER PRESENTER NAMES AND TITLES

Duration: 1 hour

Description: ENTER DESCRIPTION HERE

Join Event Now

You cannot join the event now because it has not started.

Registration ID:

Event password:

[Join Now](#)

[Join by browser](#) **NEW!**

Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again.

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

[Register](#) [Go Back](#)

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

Register for WEBINAR: TEST SESSION

[English](#) : [Paris Time](#)

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* **First name:**

* **Last name:**

* **Email address:**

* **Confirm email address:**

Country/region:

[Submit](#) [Cancel](#)

- Approvals are normally automated, so you should get an email with your **Registration ID** and the event **Password** immediately.
- If the approval automation fails (e.g. you are not using an identifiable company email), a manual approval is required.

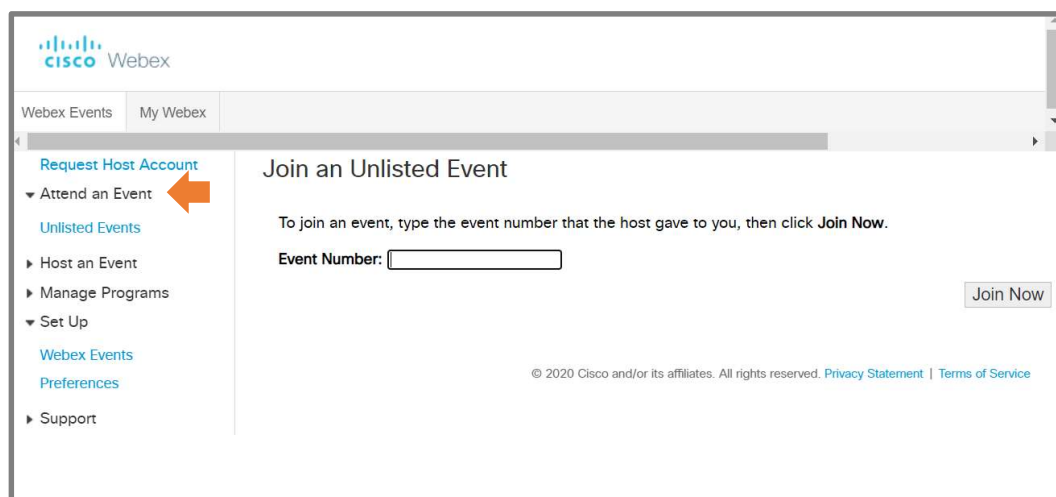
This may take more time as the organizer needs to check membership status.

4. Joining the event

- The event must be opened before you can join it. Events are normally opened at least 30 minutes ahead of start time.
- Go to the event page, enter your **Registration ID** and **Password**, and click Join.
- If you have not used Webex events before, you may be prompted to install a small Webex app. This is safe to install and may take around one minute.
- The event page will open. Attendees are muted on entry by default.
- If you get an error message, please try again and check your inputs carefully for typing errors.

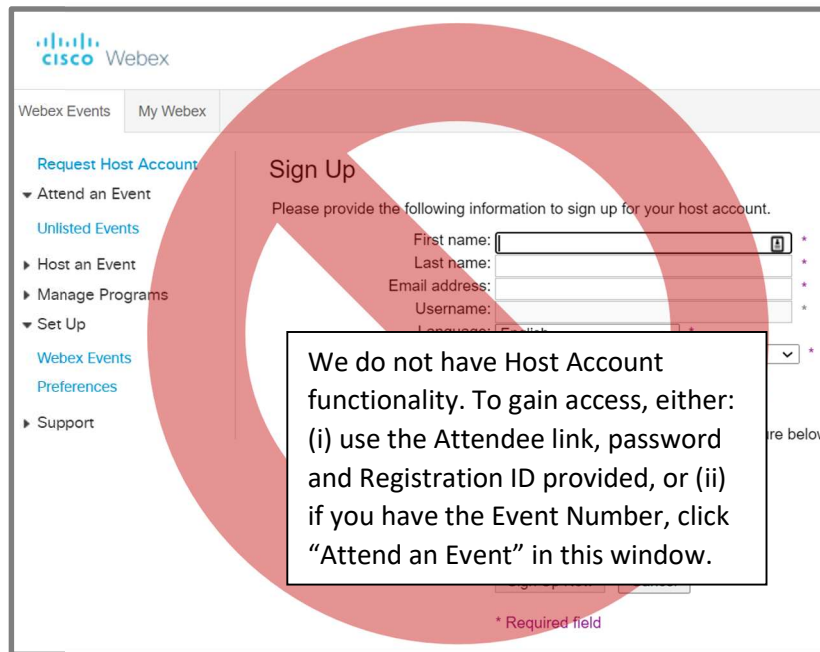
5. Joining the event (alternative pathway)

- NOTE: If you are provided with the Event Number, it is also possible to join an event from the dcmn.webex.com page directly.



- However, we do not have Host Account functionality, so “Request Host Account” will result only in an email to you that

your request has been sent, but this is not related to any specific Event.

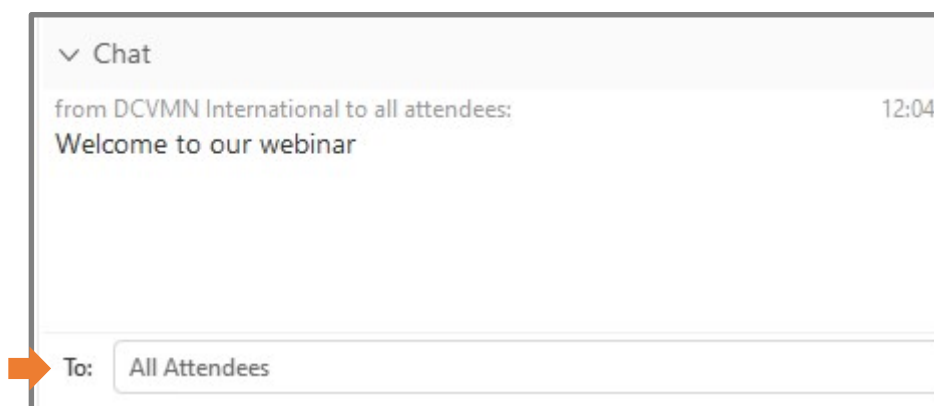


6. Communication during the event

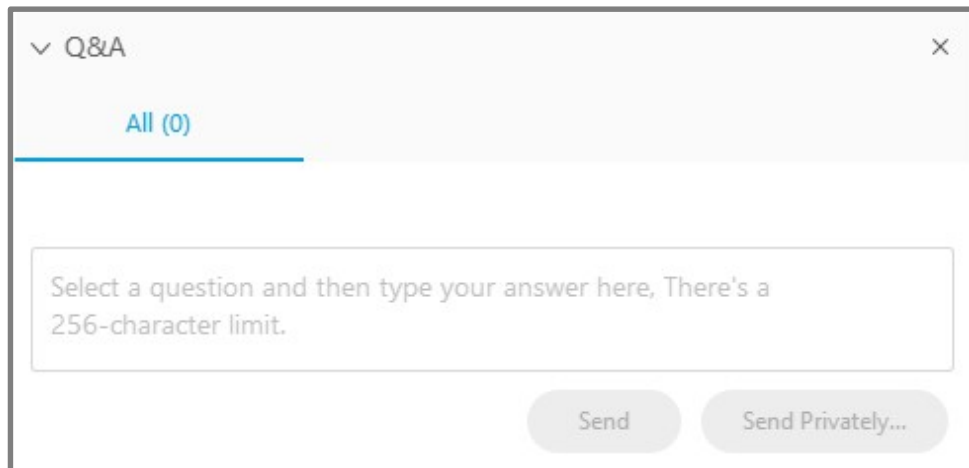
- The **Chat box**



- Note that you can direct your **Chats** to everyone, or to specific people.



- The **Q&A** box is available at the bottom right of the window. Please put any questions for discussion by the Presenter in here so that the Presenter can see them.



- The **Raise Hand** option is used in smaller events to invite verbal comments from individuals.
- To indicate to the Host that you wish to comment, press the **Raise Hand** button.



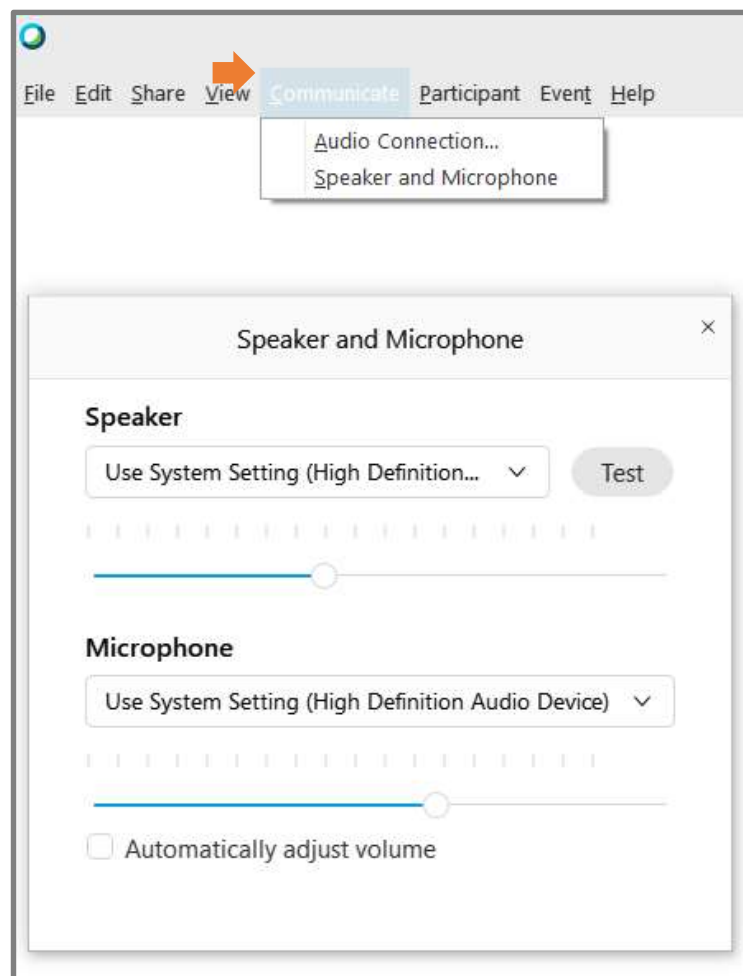
- This will place a small hand icon next to your name, which the Host and all panellists can see. You will be added to a queue. The Host can then “unmute” you so that you can speak to the meeting participants.



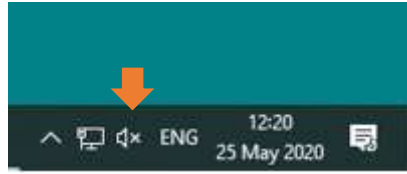
- Video camera feed is restricted to Panellists only (Host and Presenters). In practice, however, use of video is limited for everyone on large events to preserve bandwidth.

7. Troubleshooting: audio issues

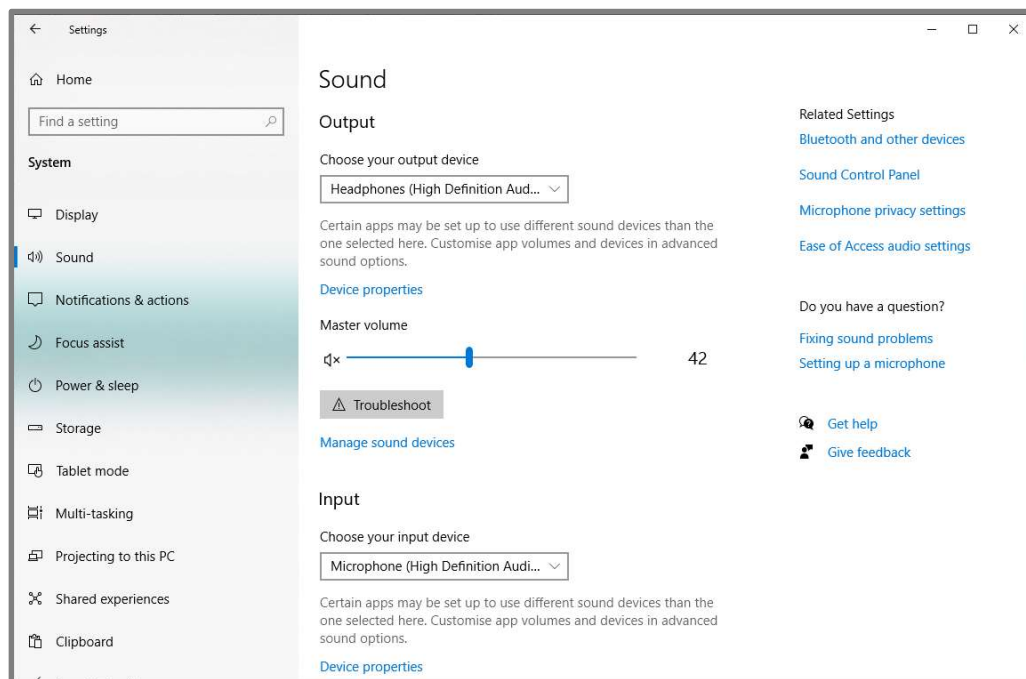
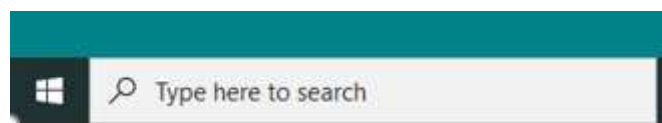
- The **Communicate** tab at the top left of the screen allows you to test your Speaker and (where applicable) your Microphone.



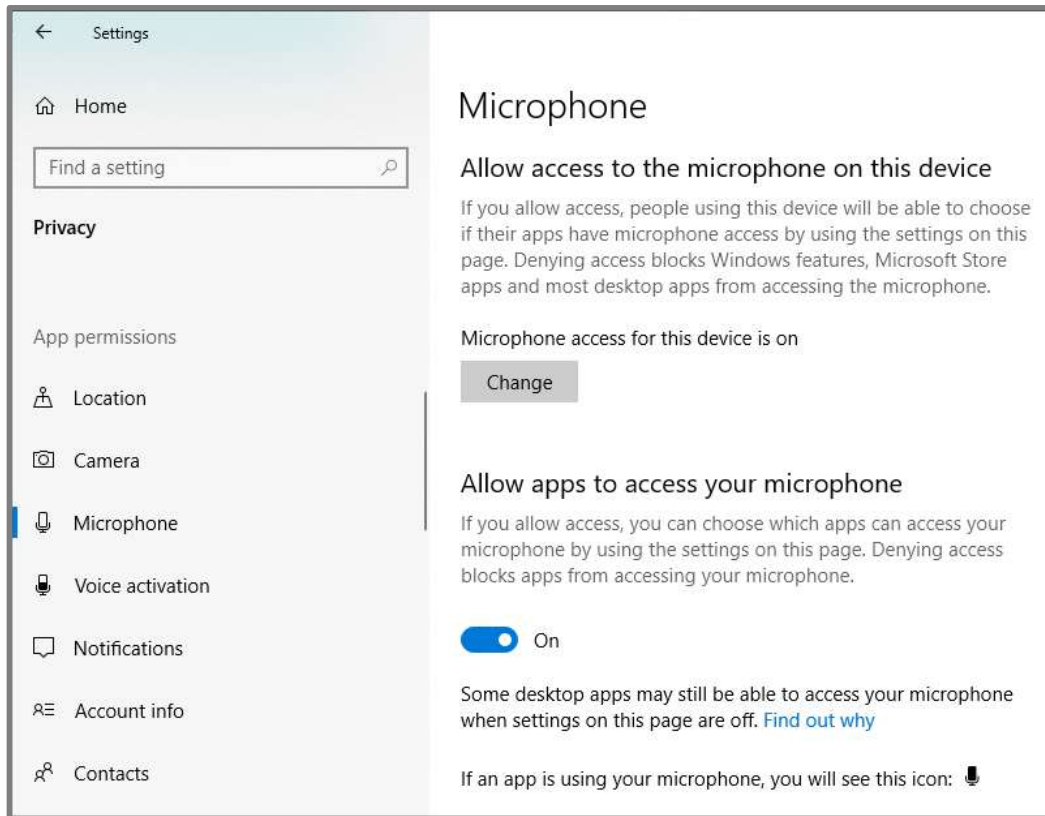
- If you cannot hear, ensure that your **Speaker** is not turned off. Often this will show as an icon on the bottom right of your screen.



- The “X” indicates that your **Speaker** is turned off. Click on it to turn it on.
- If that is active and you still cannot hear, go to Windows and search for the Sound (Output) settings (bottom left).



- If applicable for the meeting, the **Microphone** settings can be adjusted at Windows \ Settings \ Privacy \ Microphone.



For comments or queries, please email Maureen Dennehy:
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