Participant handout

1. Joining the conference

Participation in the digital conference via Webex takes place via the separately transmitted event link.

Dialing into the conference does not require any separate software, even though the system will by default ask whether Webex should be installed. To join via browser, click the bottom link (green box).
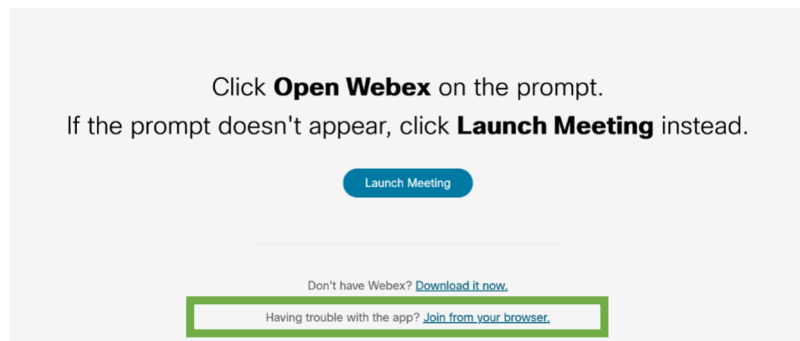

Figure 1

2. Requesting speaking rights

As a conference guest, you cannot activate your microphone yourself (yellow box). You must first be granted the right to speak.

To request this right, click on the reaction button (green circle) and virtually raise your hand (see following screenshots).
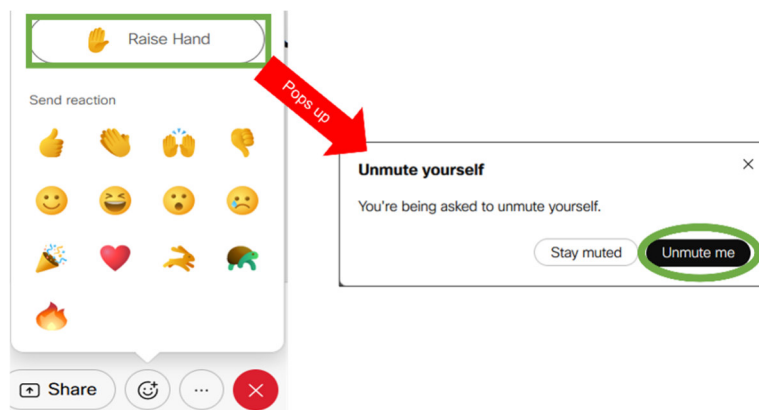

Figure 2

Figure 3

Raise your virtual hand (green box).

If you are granted the right to speak, a confirmation window appears in which you can then activate your microphone (green circle). You are only audible after this confirmation.

Note for presenters:

You will receive permissions for your slot to activate and mute your microphone on your own as you see fit.

3. For presenters: Privileges to share screen

Screen sharing requires special rights that can only be assigned to one person at a time (recognizable by the red icon in the participant list; green arrow).

Before the presentation, please briefly inform the technical staff which member of your team will be controlling the presentation.

Figure 4

4. For presenters: Sharing the screen

After granting the necessary rights, the button for sharing content is no longer grayed out (blue box).
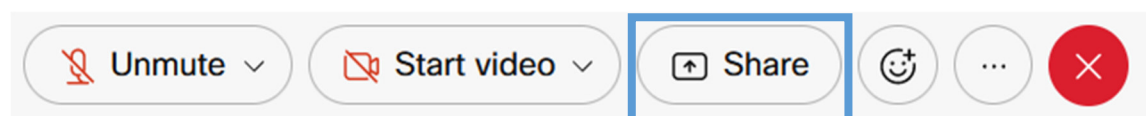

Figure 5

In the popup you can select whether your entire screen (yellow circle) or only a selected program or window (green circle) should be split.

We recommend sharing individual windows.

When participating via internet browser, you then select the corresponding window or screen in the drop-down menu (green box) and confirm the sharing (green arrow). The corresponding button is available as soon as a window or a screen has been selected.
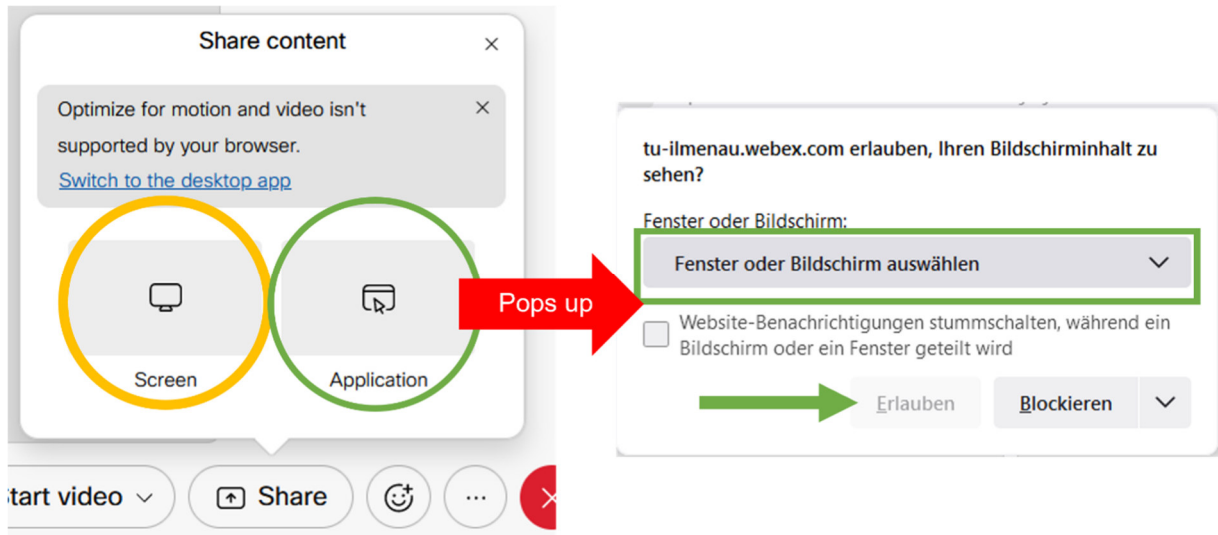
Figure 6

4. Breakout Sessions (Teilgruppensitzungen)

During the breaks, you can exchange ideas with other guests in breakout sessions and deepen discussions on the presentations with the speakers.

You can access the breakout sessions via the list of participants at the bottom right (green box).

After clicking on the link to the available sessions (green circle), a popup will appear where you can see the subgroup sessions and the respective participants. With another click on "Join" (blue box) you can join the respective session.

Within the breakout sessions you can activate and deactivate your microphone by yourself.

You can switch from one subgroup session to another (yellow box).
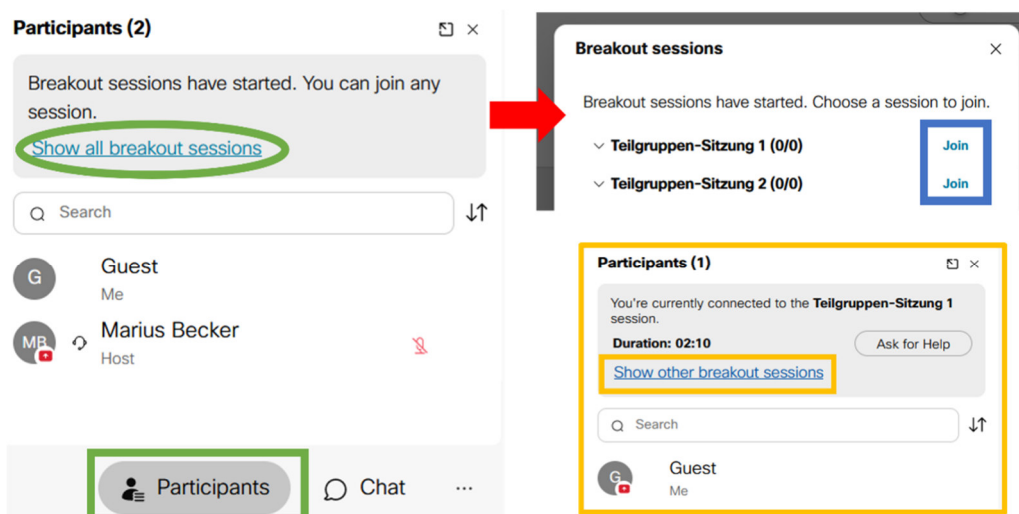
Figure 7

Figure 8

To return to the main session, click the red Exit button and click the corresponding option in the window that appears (blue circle).
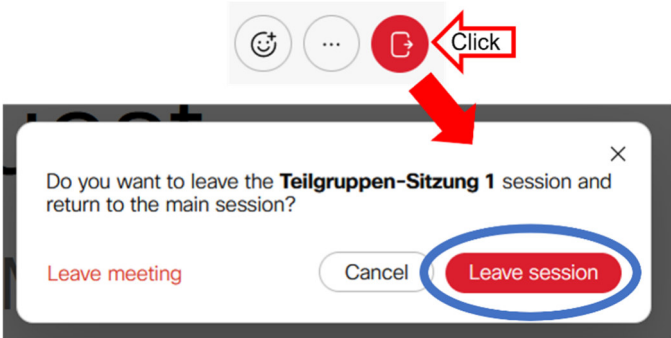

Figure 9