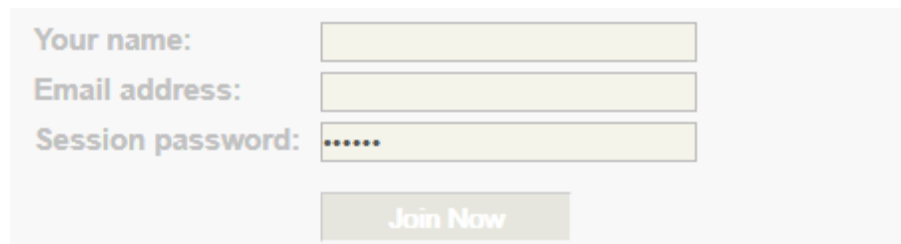


ELSI Strategic Planning WebEx User Guide

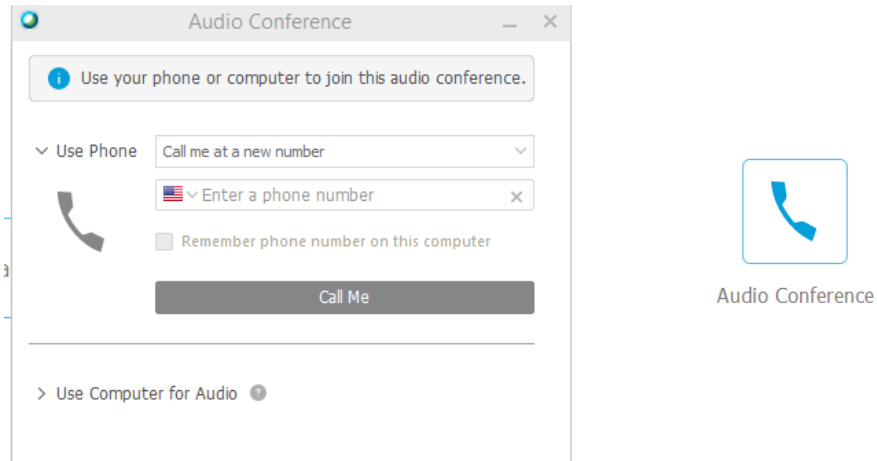
We will be using a WebEx feature you may be less familiar with during the Strategic Planning Webinars. We will use the WebEx Training feature to break into smaller groups during the webinar to encourage discussion. For the best webinar experience, follow the instructions provided. Please note the exact details of the call may differ slightly from the screenshots provided. Most screenshots were taken on a Mac system and may look different if you are using a Windows system.

1. **Be at a computer for the webinars.** The full functionality will not be available to those who only dial in and you will miss the discussion portion of the webinar. Please email alex.rafael@nih.gov if you expect that you will be unable to be at a computer for the webinar.
2. Copy or click on the web link provided in the webinar invitation. When prompted, please enter your full name, email address, and password: ELSI. Note that the password might autofill incorrectly if you have used WebEx for other calls before. You can override the autofill by simply typing out ELSI.

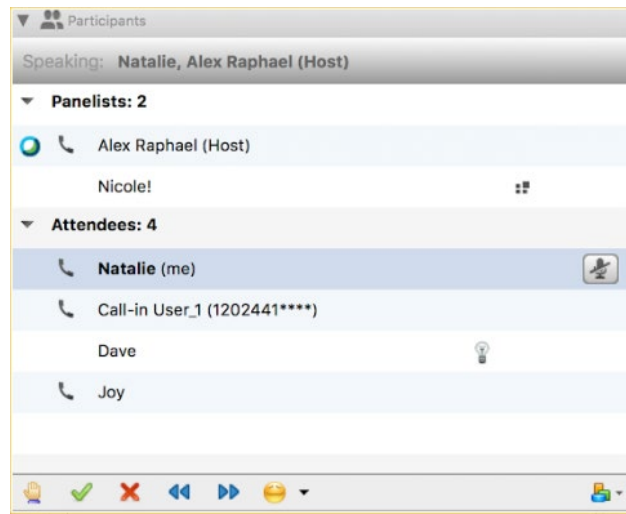
A screenshot of a WebEx registration form. It has a light gray background. On the left, there are three labels: "Your name:", "Email address:", and "Session password:". To the right of each label is a text input field. The "Session password" field has a series of dots indicating a password. Below these fields is a button labeled "Join Now".

Your name:	<input type="text"/>
Email address:	<input type="text"/>
Session password:	<input type="password"/>
<input type="button" value="Join Now"/>	

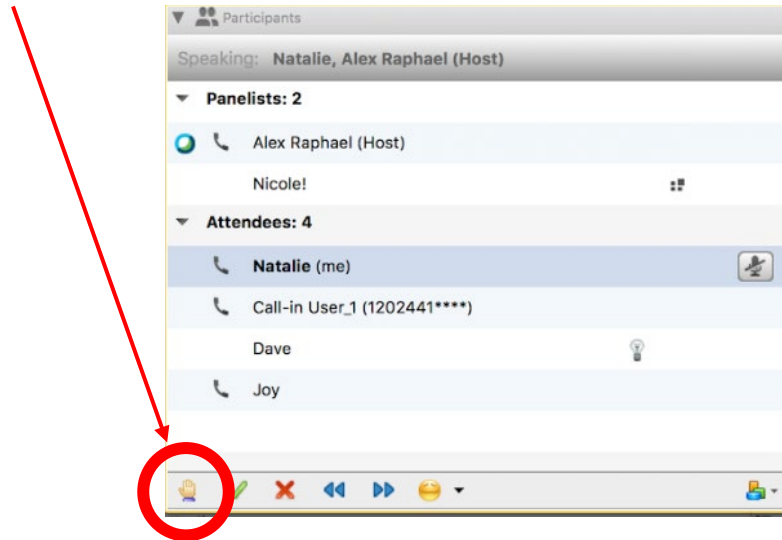
3. You will be prompted with a window to establish your phone connection. The easiest way is to use the "Call me" option. This will link your computer and phone connections. Enter the phone number (office or cell) you will use for audio. You will receive a phone call seconds later. After answering, hit "1" to join the meeting.
 - a. Another option is to call using the computer audio if your microphone is set up and you are familiar with this option. Click on "Use Computer for Audio."
 - b. If the prompt window does not appear, click the telephone icon labeled "Audio Conference."



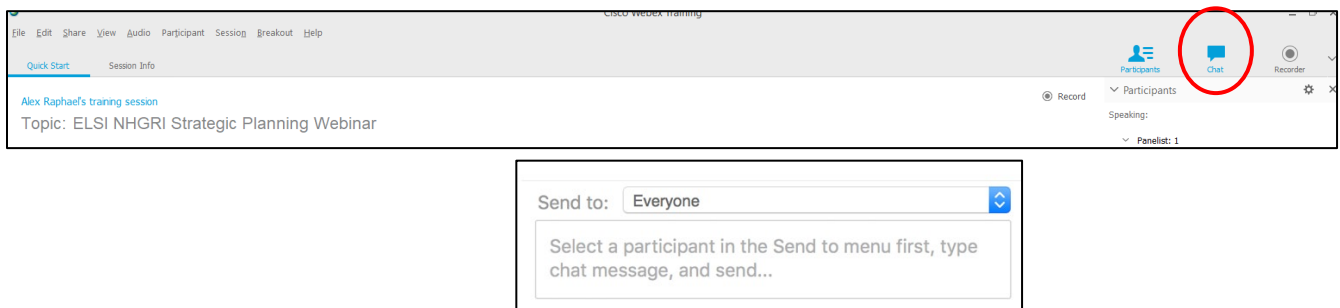
- c. **Please do not** call in with both a computer microphone and a telephone. This can cause feedback during the call.
4. We will not be using webcams for this meeting. You should disable yours by clicking on the video icon if need be.
5. We will mute all participants on entry. Participants will be unmuted when we reach the discussion portion of the webinar.
 - a. If necessary, you can unmute yourself by clicking on the microphone icon next to your name.



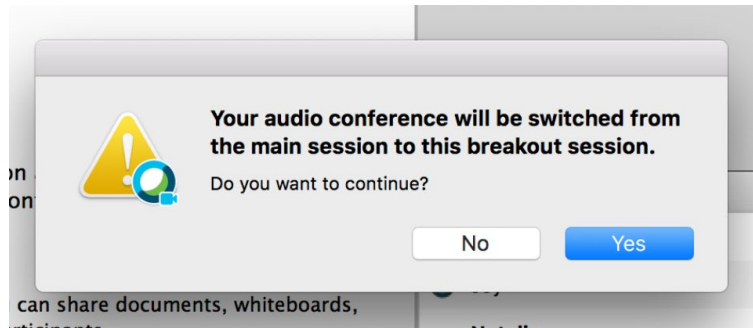
6. If you need to comment during the introduction, there are two options. You can either "raise your hand" or type your comment in the chat box.
 - a. To request to comment, choose the "Raise hand" button at the bottom of the participants list. To cancel your request, hit the hand button again.



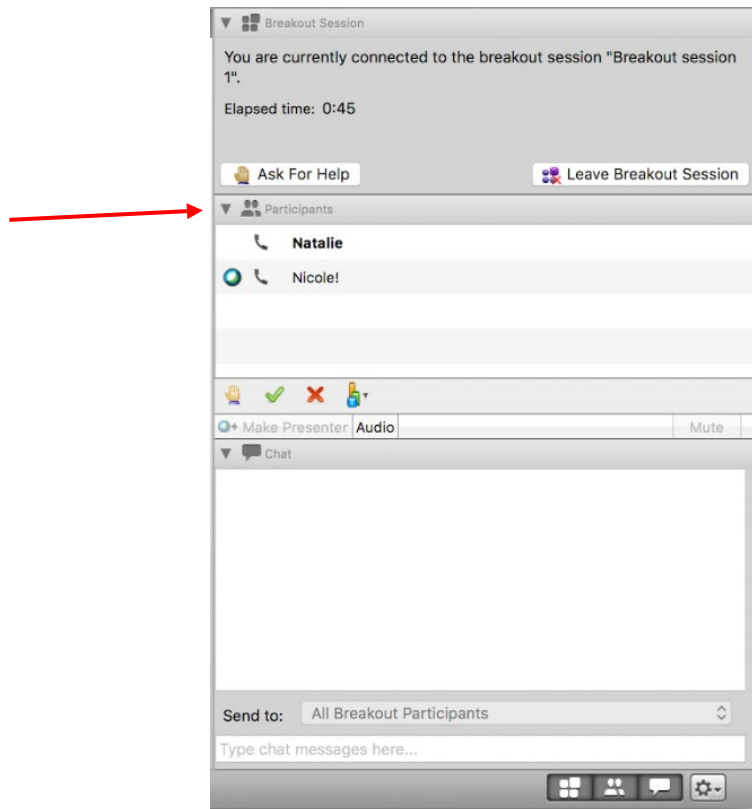
- a. To send a chat message, select the chat bubble in the top right corner. This will open up a chat panel in which you can type your message. Please take note of who you are directing your message to – a chat message sent to “Everyone” will be visible to all webinar participants. For private questions or comments, please direct your messages to the “host.”



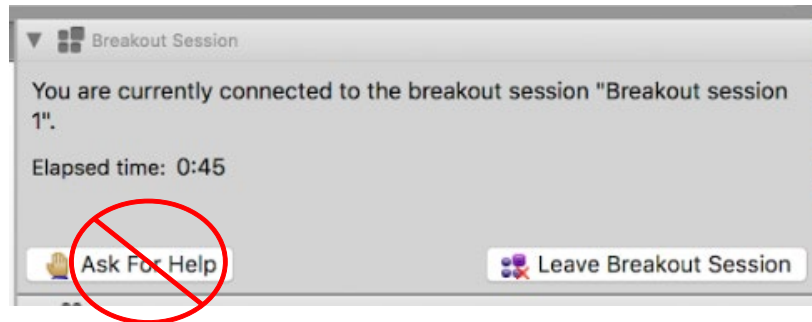
7. After the introduction, participants will be split into groups. Half of the participants will be moved into a “breakout room” to promote small group discussion. Others will remain in the original “room” which will serve as the second group. If you have been moved into a breakout room, you will see a pop up indicating the audio will be switched to the breakout session. Please select yes. For the best sound quality, we recommend staying muted during the discussion until you want to comment.



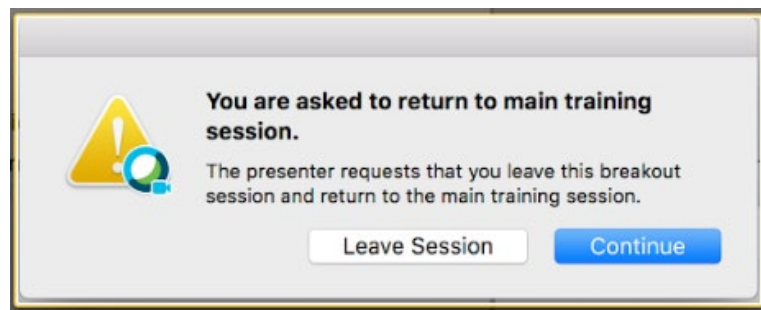
8. While in the breakout session:
- When you are moved into your breakout session, you can see who is participating in your breakout session.



- You can WebEx chat with other participants in your breakout session.
- You can WebEx chat with just the panelist (NHGRI Staff) of the breakout session to ask questions or make comments.
- If you are having issues. *Please do not use the “Ask for help” button.* Rather, if you need assistance, please use the chat box to message the host or email alex.raphael@nih.gov



9. At the end of the breakout session, the host will bring everyone back into the main room for discussion and wrap up. People in the “breakout room” will see another pop-up asking you to return to the main training session. Hit “yes” or “continue.” You will be moved back into the main room for the final part of the webinar.



Note to call-in users: We *strongly* recommend logging into the WebEx platform on your computer. If you are only able to join by phone the platform will not work and you may miss some information presented and experience difficulties participating in the conversation. Please send us an email if you expect this to be an issue for you.