



34th National Conference of
Indian Association for Radiation Protection

IARPNC-2020



Joining Instructions & Guidelines for Speakers

Joining Link

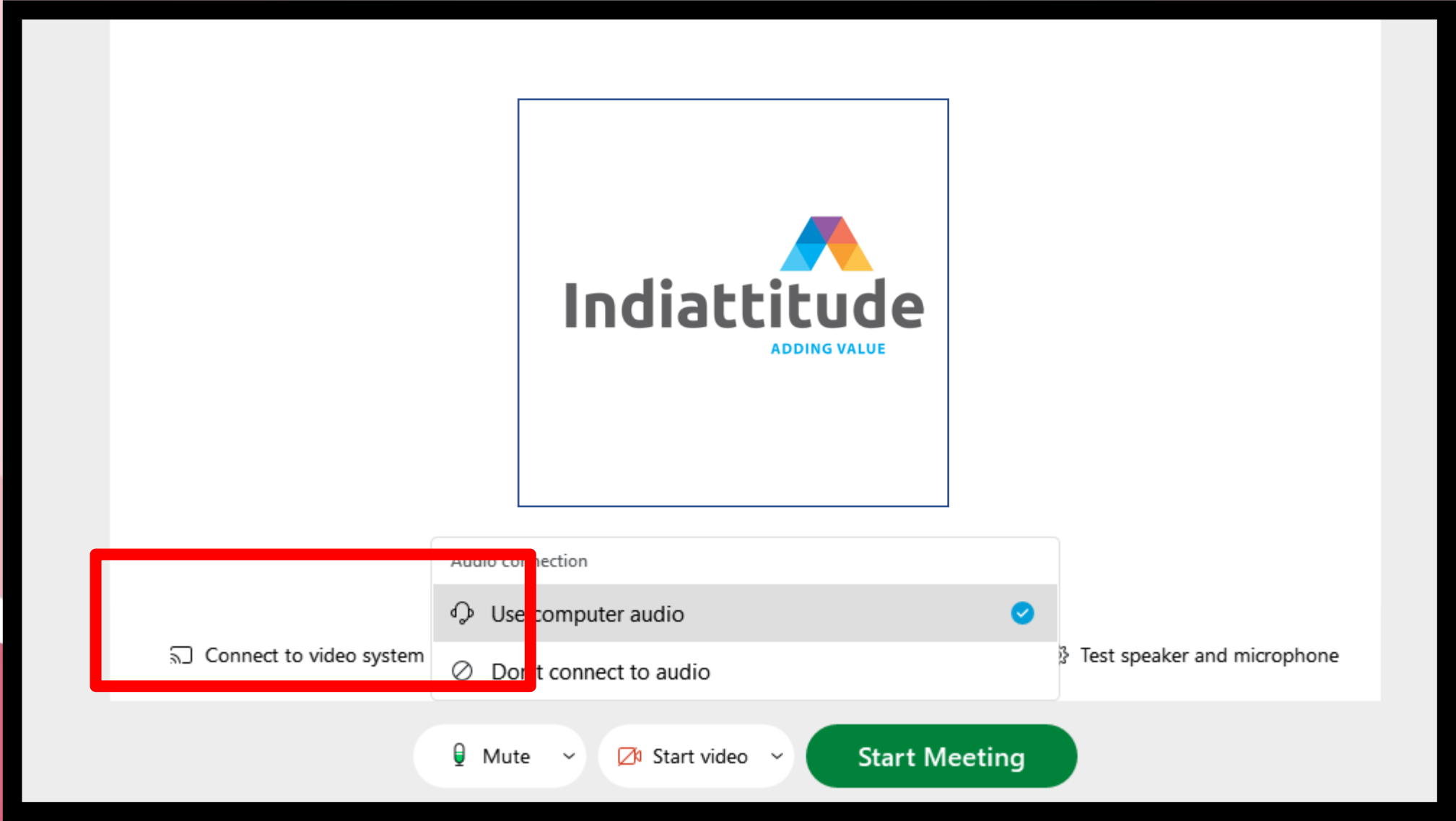
- Will be sent on your email a day prior to the event

Joining Time

- Join at least 25-30 mins before your scheduled talk

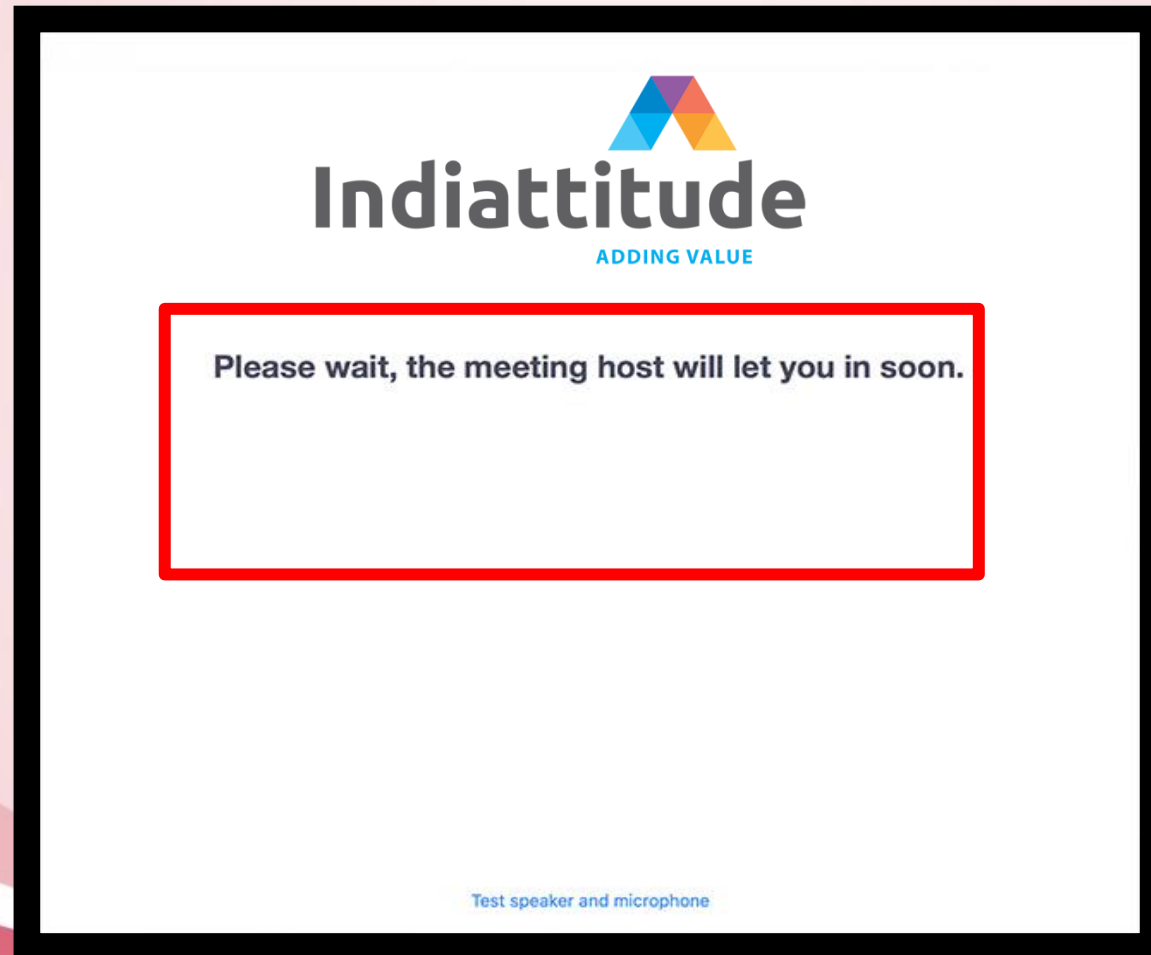
**If you do not have Webex Application in
your Laptop / PC
Download it prior to the Event- Step by Step
Instructions shared at the end of this
document**

Test your Microphone & Speaker



The screenshot displays a meeting interface with the Indiattitude logo at the top center. Below the logo, there is a control bar with several options. A red box highlights the 'Connect to video system' option. To the right of this box, the 'Audio connection' dropdown menu is open, showing three options: 'Use computer audio' (selected with a blue checkmark), 'Don't connect to audio', and 'Connect to video system'. Below the dropdown, there is a 'Test speaker and microphone' button. At the bottom of the interface, there are three buttons: 'Mute' (with a microphone icon and a dropdown arrow), 'Start video' (with a video camera icon and a dropdown arrow), and a large green 'Start Meeting' button.

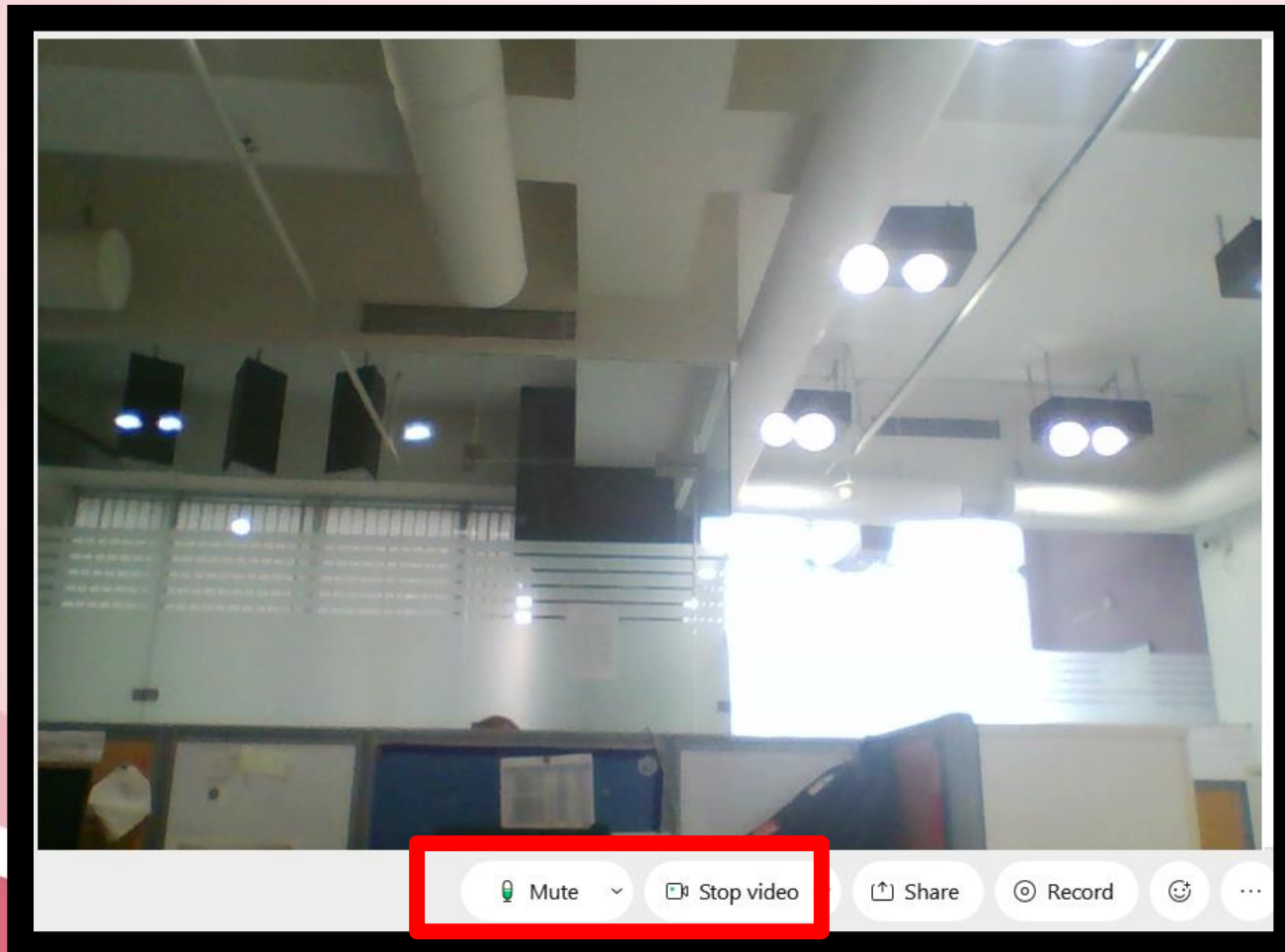
Once you have Joined you will be in Waiting Area



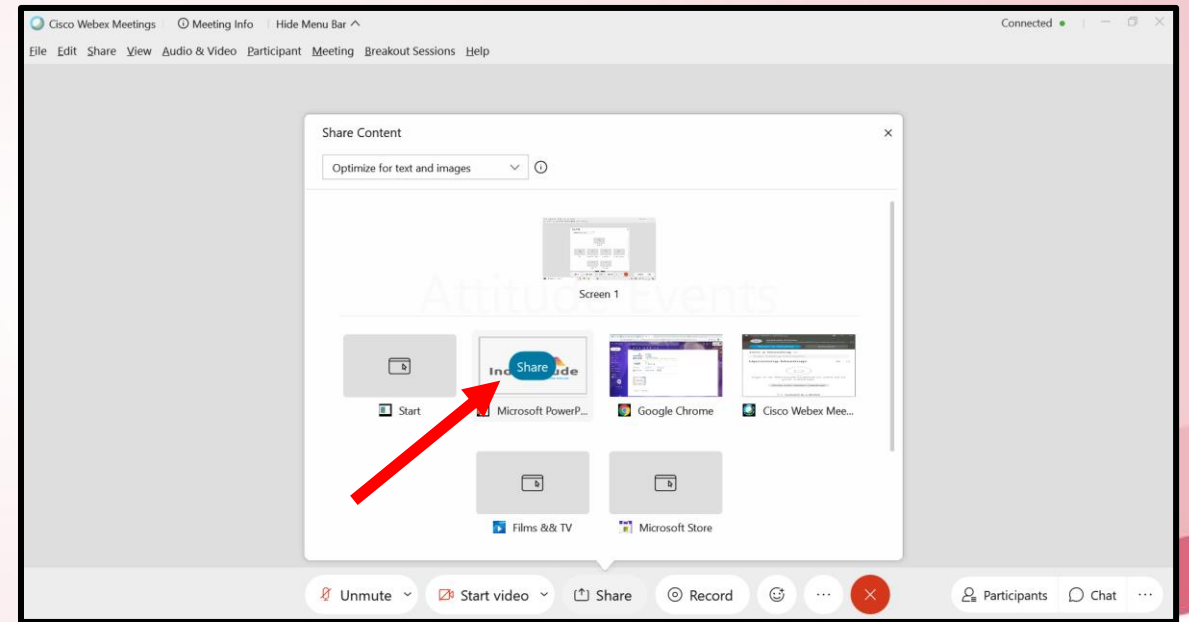
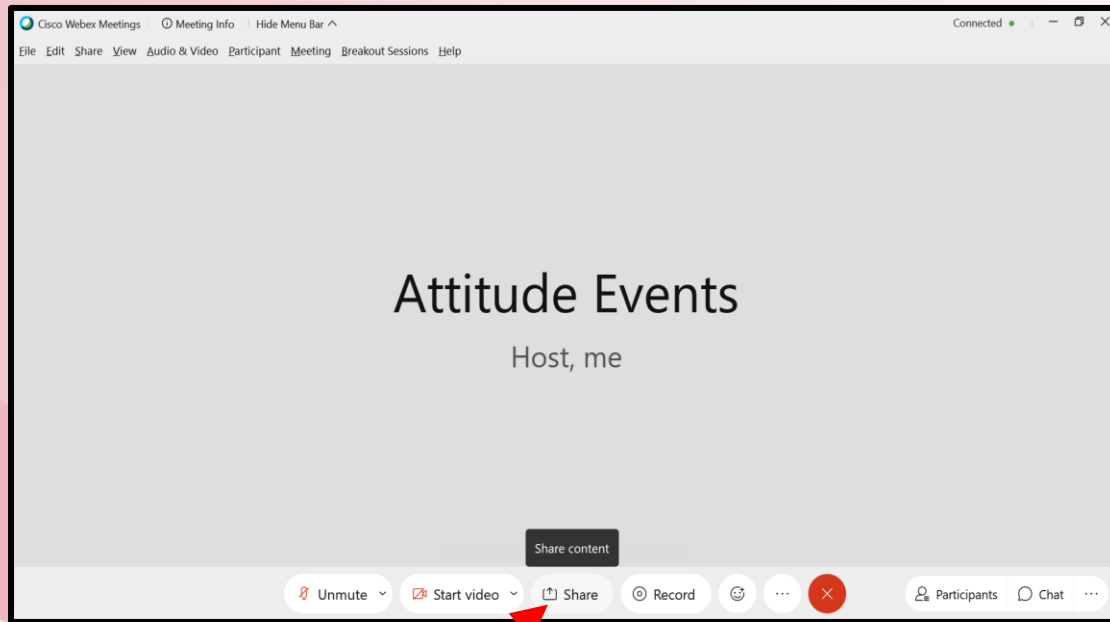
**Once you are on Main Platform
make sure your Camera & Microphone is Off**



Unmute yourself & Start your Video when you need to Speak



In case you have any presentation, you may share the same on screen and for back up the same can be given to the secretariat



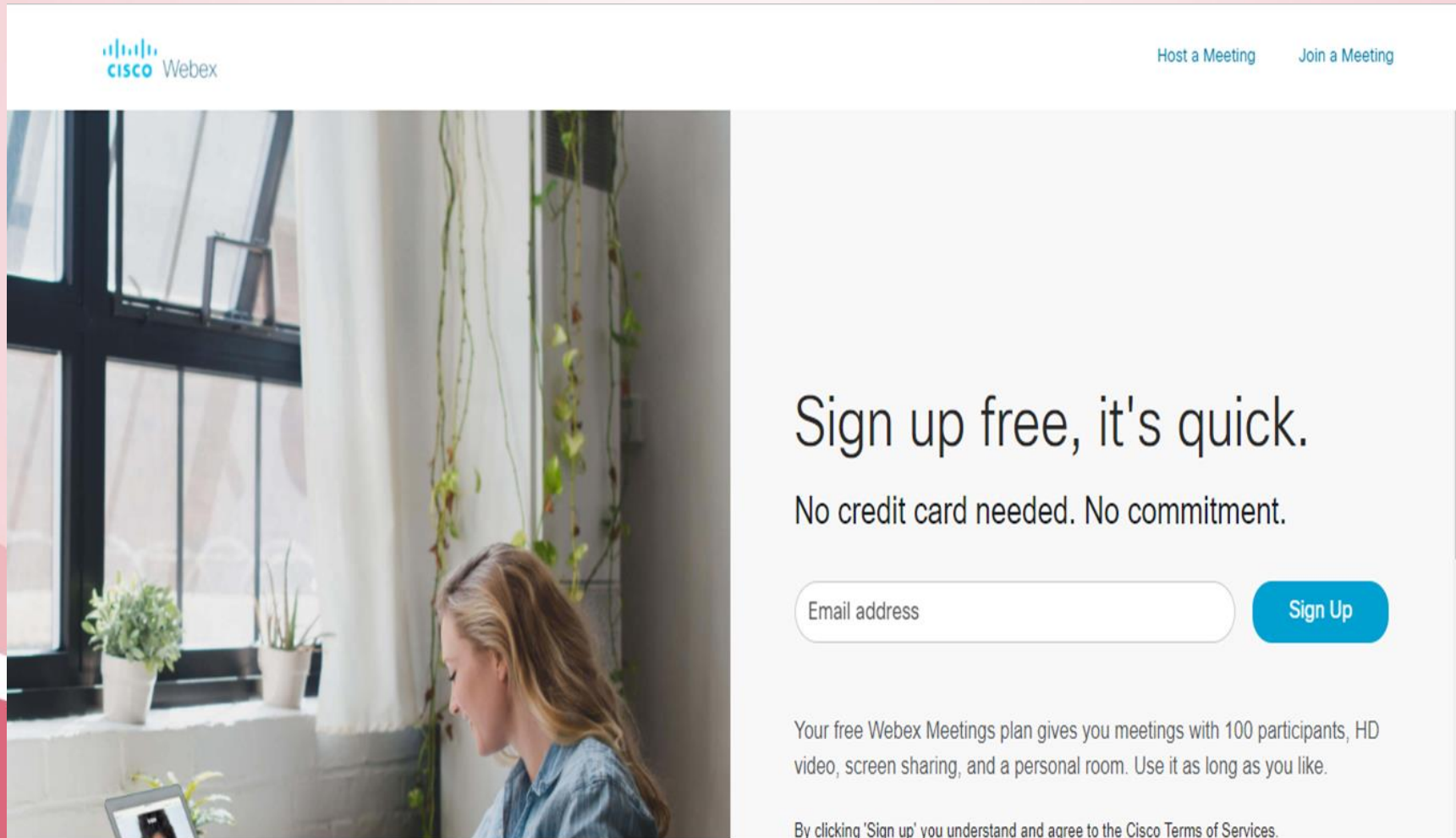
Please keep the presentation in full screen mode before sharing

General Instruction


- While joining, please make sure that you login using your own name only, please do make sure that you login with a laptop only NOT with mobile phone or tablet
- Minimum internet connection speed required is 5 MBPS (dedicated, not shared)
- Speaker(s) will be invited by the session moderator/emcee to present their talk
- Once you are invited/ need to speak, please make sure to switch on your camera and unmute yourself
- Q & A as and when required/ as per the agenda will be taken up by moderator

Steps to download Webex

1. Download the app through the link - <https://cart.webex.com/sign-up> and a similar screen like below will open up



The screenshot shows the Cisco Webex sign-up page. At the top left is the Cisco Webex logo. At the top right are links for "Host a Meeting" and "Join a Meeting". The main content area features a large image of a woman in profile, looking at a laptop, with a window and plants in the background. To the right of the image, the text reads "Sign up free, it's quick." followed by "No credit card needed. No commitment." Below this is a form with an "Email address" input field and a blue "Sign Up" button. At the bottom, there is a paragraph describing the free Webex Meetings plan and a link to the Cisco Terms of Services.

 Host a Meeting Join a Meeting

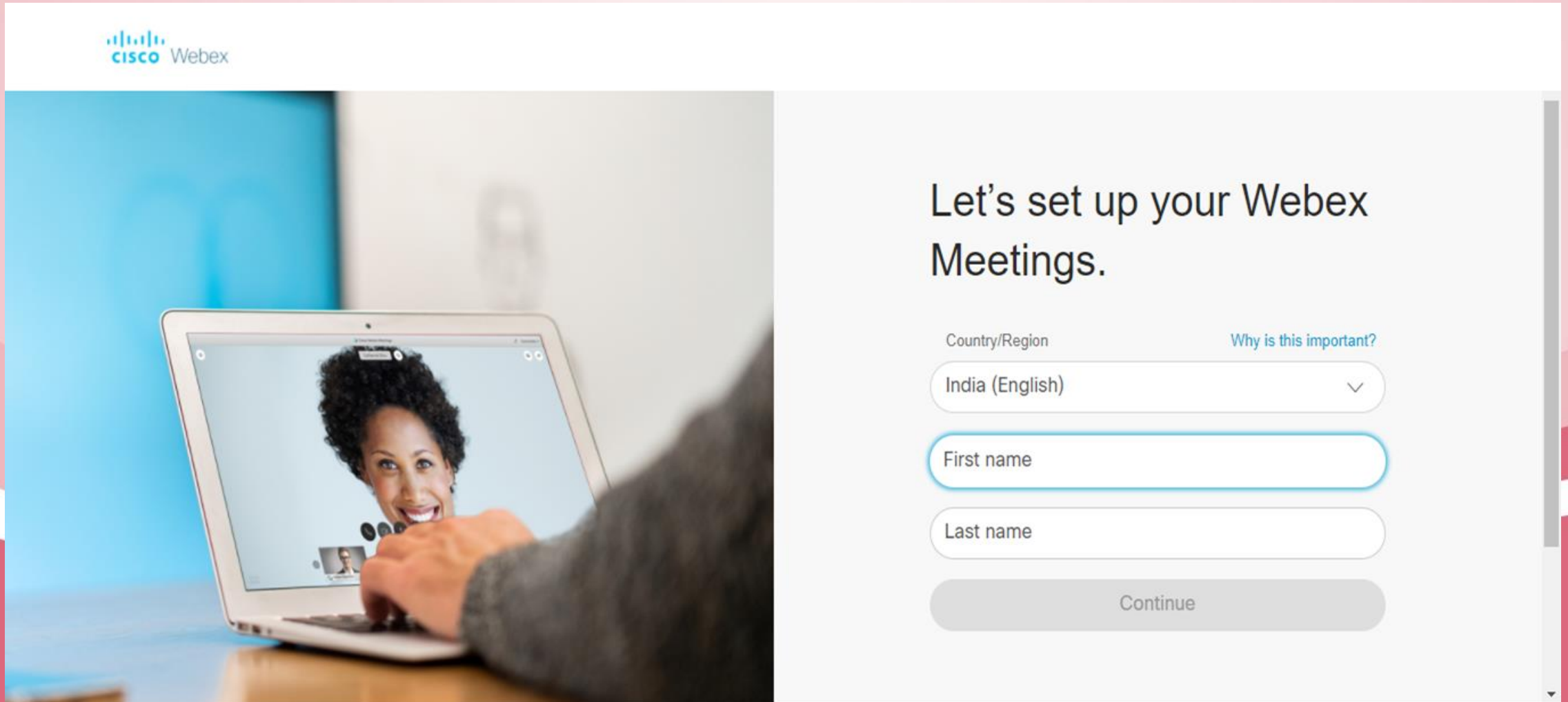
Sign up free, it's quick.
No credit card needed. No commitment.

Email address

Your free Webex Meetings plan gives you meetings with 100 participants, HD video, screen sharing, and a personal room. Use it as long as you like.

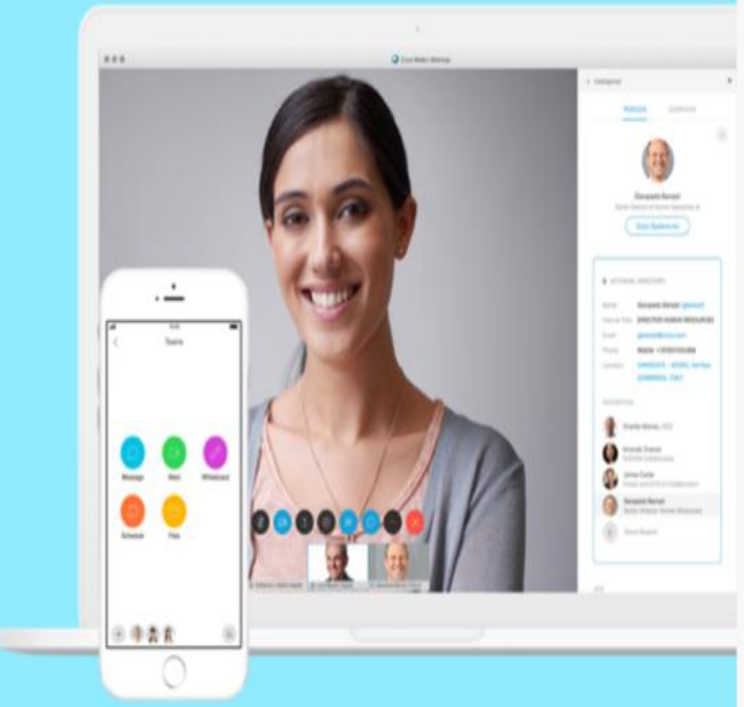
By clicking 'Sign up' you understand and agree to the [Cisco Terms of Services](#).

2. Enter your email ID and the next screen will ask for your basic details (as shown in the picture below)



The screenshot shows the Cisco Webex setup interface. On the left, there is a photograph of a person's hands typing on a laptop keyboard. The laptop screen displays a video call in progress with a woman smiling. The top left corner of the interface features the Cisco Webex logo. The main heading reads "Let's set up your Webex Meetings." Below this, there are several input fields: a "Country/Region" dropdown menu currently showing "India (English)" with a link "Why is this important?" to its right; a "First name" text input field; and a "Last name" text input field. At the bottom of the form is a grey "Continue" button.

3. You will be sent an automated email from Cisco Webex and a confirmation screen will appear as below



CISCO Webex

Check your inbox to get started

We sent an account activation link to

It will expire in the next 24 hours.

Didn't receive an email?
[Resend activation link](#)
[Use a different email address](#)

4. Please check your mailbox, make a note of the Site URL you receive and click on “Create Password”

5. This will redirect you to the link wherein you can set your password for the Webex account. Please follow the password setting guidelines and keep your password and Site URL noted somewhere, you’ll need the same to login to your Webex account.

6. Once the Webex software is installed in your system, you’ll be able to join any meeting/sessions with a single click on the event link provided by IARPNC 2020 Secretariat a day prior to the event.