



Instructions for Accessing the ELI User Meeting 2024 via Webex.

1. Webinar registration

<https://elibeams.webex.com/webappng/sites/elibeams/webinar/webinarSeries/register/9fe8b06697b64a8abe1e45b826d3bc08>

2. Open the registration link, click on the “**register**” button, then fill in the form and submit it.
3. You will receive an email with the Webinar information.
4. Be sure to register the same account you will use later to connect to the Webex webinar.

Register for webinar

Complete this form to register for the webinar. An asterisk (*) indicates required information.

*Name

*Email

*Company name

*Country or region

Remember me on this device

Register for webinar

If you want to attend, register now. When your registration is approved, you'll receive an invitation to join the webinar.

5. After you receive e-mail confirmation, there are several ways you can use to connect to the webinar - the easiest way is just to click on the green button “**Join Webinar**”. There also other ways to join: via the Webinar link, or you can use the meeting ID and password:

Webinar Day 1 Link

<https://elibeams.webex.com/elibeams/j.php?MTID=m0120c2db22d0e4e9630c4203a1635f3b>

Webinar number (access code): 2786 392 0614

Webinar password: Um2024+- (86202400 when dialing from a phone or video system)



Join by phone
+420-22529-6924 Czech Republic Toll
Access code: 2786 392 0614

Webinar Day 2 Link

<https://elibeams.webex.com/elibeams/j.php?MTID=m02fac577ec3506ba189cc62f49d52333>

Join by webinar number

Webinar number (access code): 2786 575 2271

Webinar password: Um2024+- (86202400 when dialing from a phone or video system)

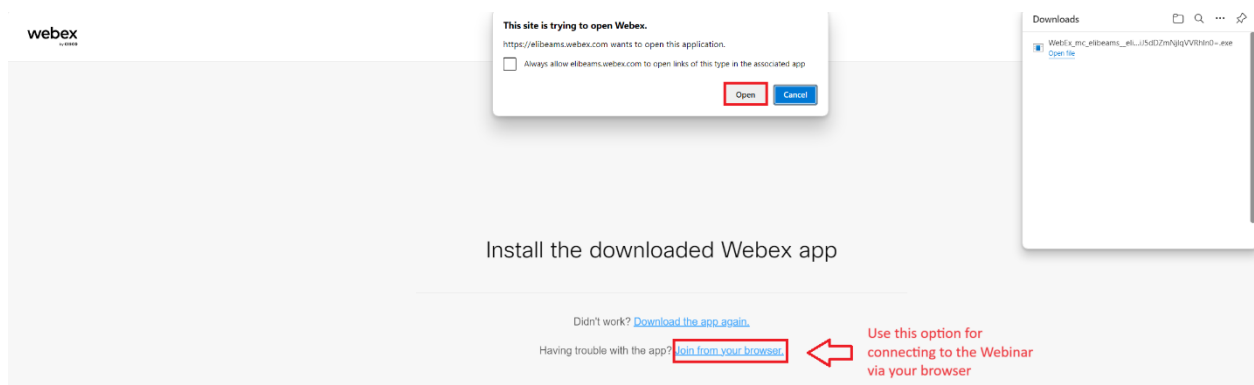
Join by phone

+420-22529-6924 Czech Republic Toll

6. After clicking on the link you have 2 options for joining the webinar:

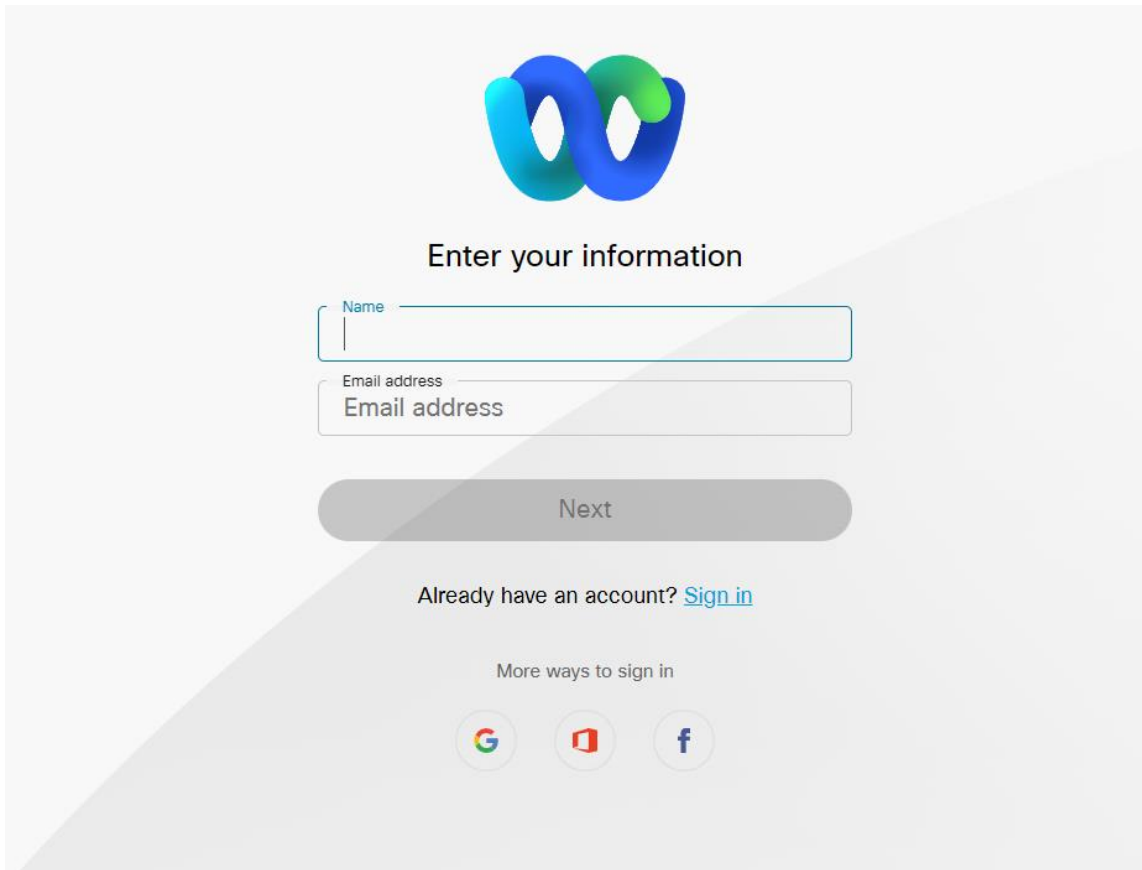
- Webex application
- Browser

The recommendation is to use Webex application – installation doesn't require admin rights to run this temporary application.



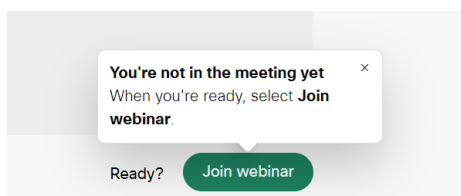
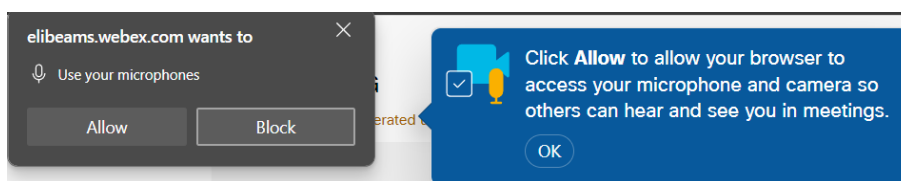
Connecting using a Web Browser

After you click “**Join from your browser**”, you need to fill in your name and e-mail address – the one you used for registration, then click the “**Next**” button



The registration form features the Eli logo at the top, followed by the heading "Enter your information". It contains two input fields: "Name" and "Email address". Below these fields is a prominent "Next" button. At the bottom, there is a link for "Sign in" for existing users and a section titled "More ways to sign in" with icons for Google, Microsoft, and Facebook.

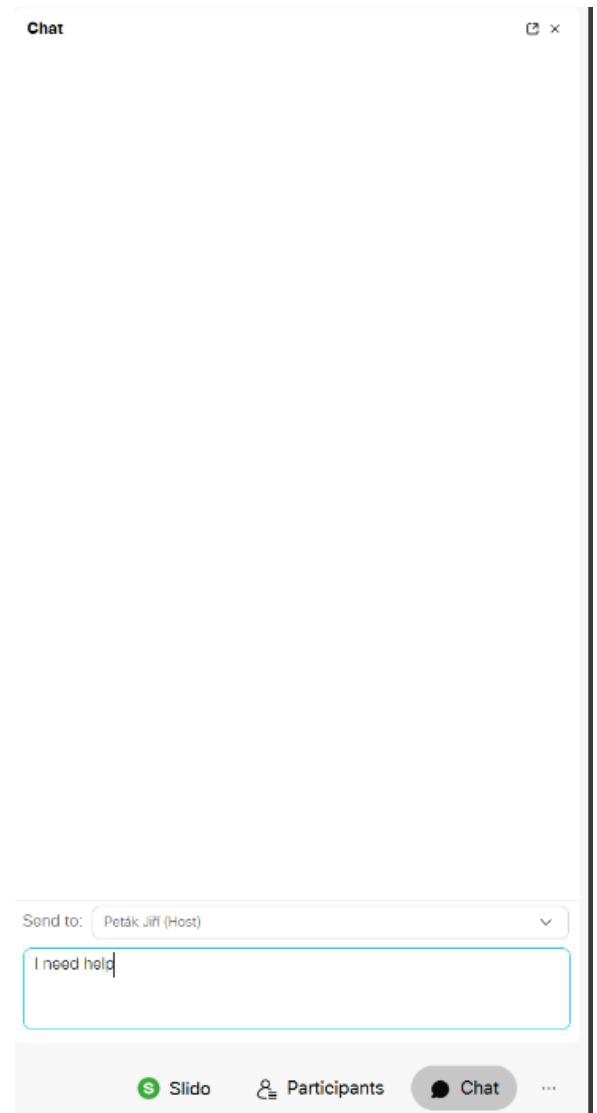
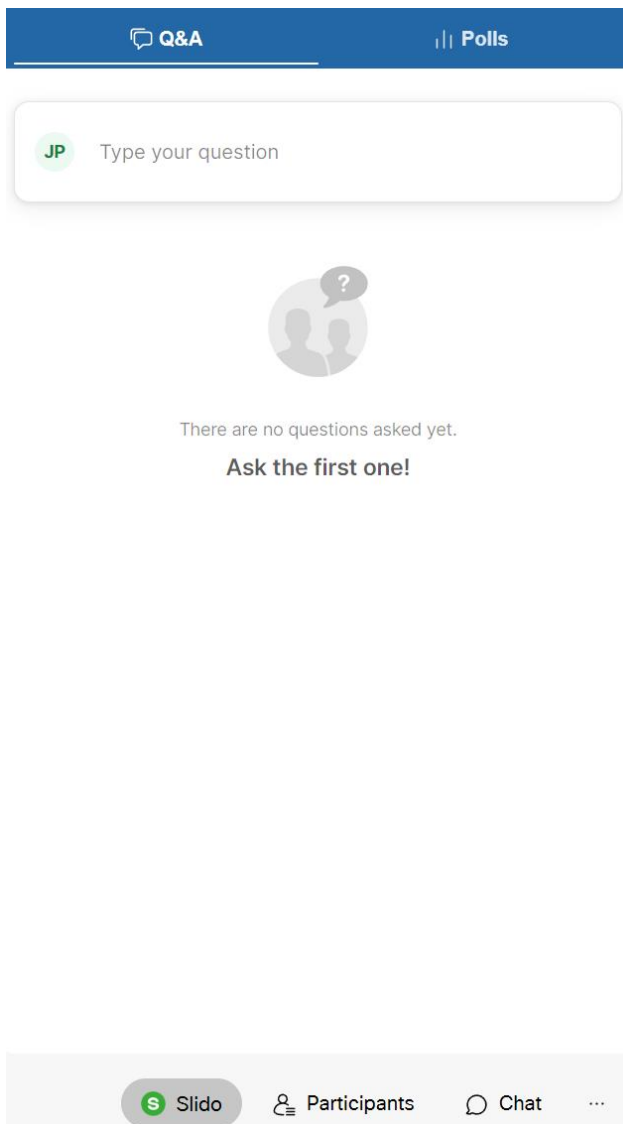
- If you get a pop-up for microphone permission, click “**Allow**”, then click on the green button “**Join Webinar**”.



- NOTE: You are connected to the Webinar as an attendee ONLY, this means you can only listen. Please see below for the Q&A Chat function.

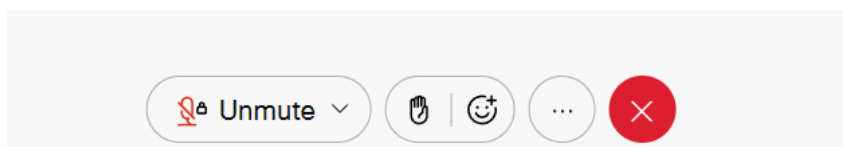
Questions and Answers via Slido

- If you have any questions during the meeting, you can use “**Slido**”, which you can find on the bottom right corner.
- Chat with the Host of the meeting – If you have any trouble during a meeting, you can ask for help using the meeting Slido chat.



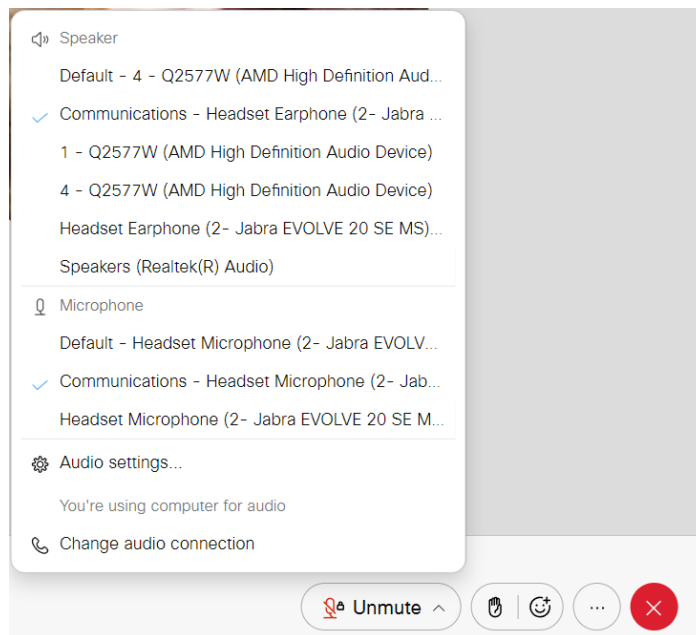
Q's and A's

- For asking questions please use the Q&A option via the Slido chat function.
- If it is pertinent to ask a question during a talk, you can use the “**Raise hand**” option and the meeting Chair can unmute you for the duration of your question.



Troubleshooting

- It's a good idea to test the meeting connection prior to the start of the Webinar to pick up any problems
- When first connecting to the Webinar, make sure you select the correct sound settings, this depends on your preferences (headset, PC audio, etc.):



Please, in case of any technical problems, first ask your IT support. In case you are stuck, you can contact the ELI IT support :

jiri.petak@eli-beams.eu

candice.kolarova@eli-beams.eu