

STEPS FOR VOLUNTEERS TO MAKE A REQUEST FOR WEBEX ACCOUNT

The Cisco Webex Event Center platform allows up to 3,000 attendees with multimedia sharing, real-time sharing, chats, video and audio options (*Audio broadcast, Webex Cloud Connected Audio, Webex PSTN, VoIP, Telephony Service Provider*) and features (*Integrated scheduling; dial-in, Call Me, Connect with My Computer - with high definition audio, or audio broadcast; active-speaker indicator and intelligent video switching; mute/unmute participants; seamless switching between telephony audio and VOIP*).

If you do not have a Webex account, provide the following information.

Then we can coordinate as needed for an account set-up. Once completed, a welcome letter will be sent from Cisco Webex with your credential to access.

PROVIDE the FOLLOWING INFORMATION for Webex account set-up:

- Name and email address the Webex Account should be set-up for
- Full name of IEEE Conference and (Conference Number)
- Date the conference will be held via virtual; *if different from original conference date*

If you have any questions or need additional assistance, please reach out. We are here to help.

Kind regards,

The MCE Digital Events Team

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