

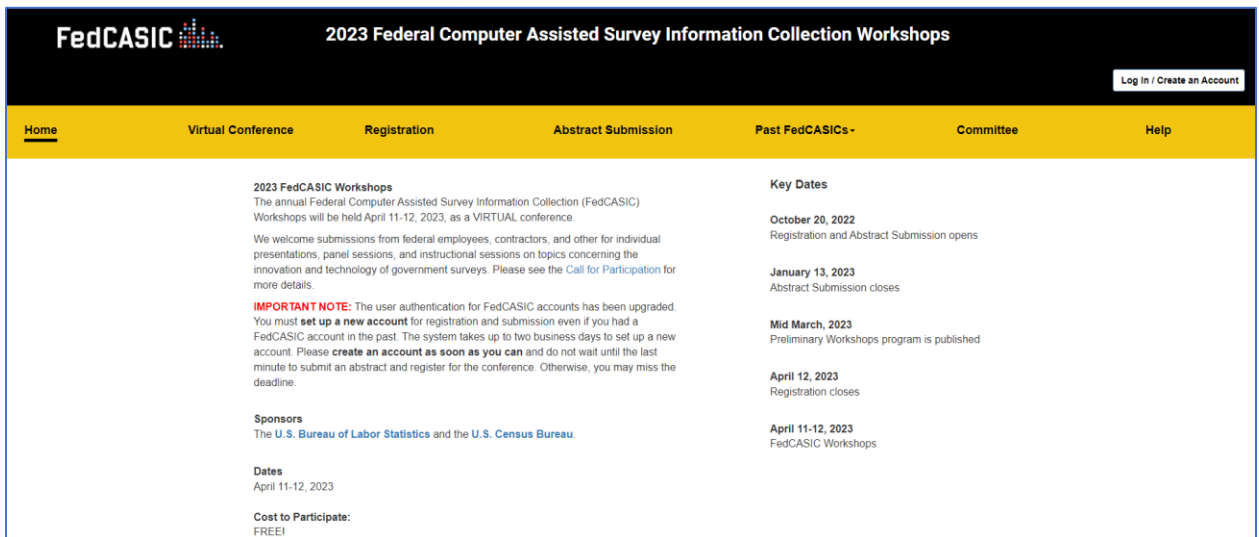
# Instructions for Joining 2023 FedCASIC Virtual Sessions

## Contents

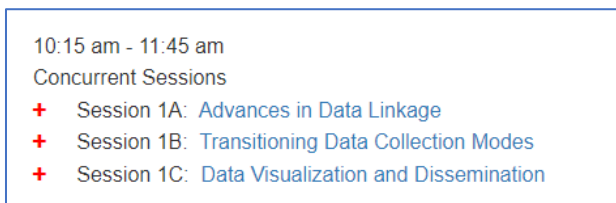
Accessing the 2023 FedCASIC Program and Links to WebEx Sessions .....	2
Instructions for joining a WebEx session .....	3
Additional Instructions for Presenters and Moderators.....	7

## Accessing the 2023 FedCASIC Program and Links to WebEx Sessions

1. Go to the FedCASIC website at <https://www.census.gov/fedcasnic/fc2023/index.php>
2. In the yellow banner near the top of the webpage, click the **Virtual Conference** tab (the second tab to the left in the screenshot below).



3. The program will be displayed on the Virtual Conference page. This is where you can find the most up-to-date schedule and links for accessing sessions.
4. Scroll through the program to find the session you want to join. For example:



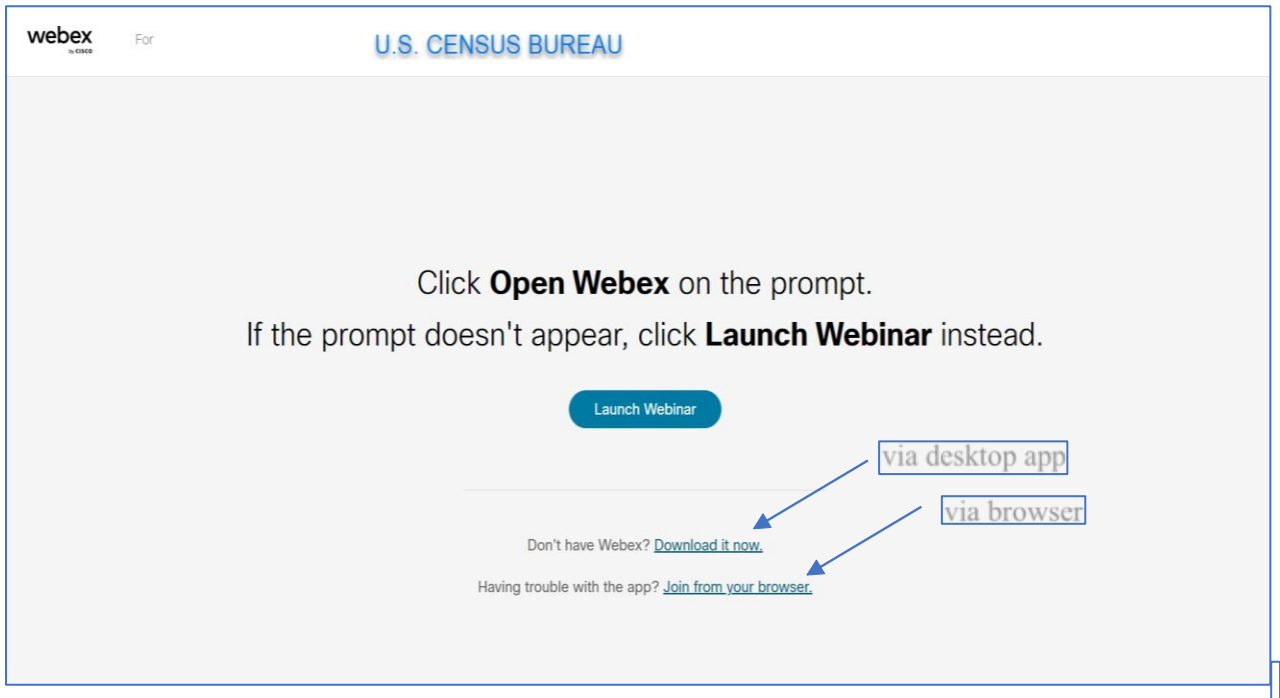
To view abstracts of the individual presentations within a session, click the red plus 

To join the WebEx session, click the blue session title to open a new browser tab for WebEx options and then follow the instructions in the section below.

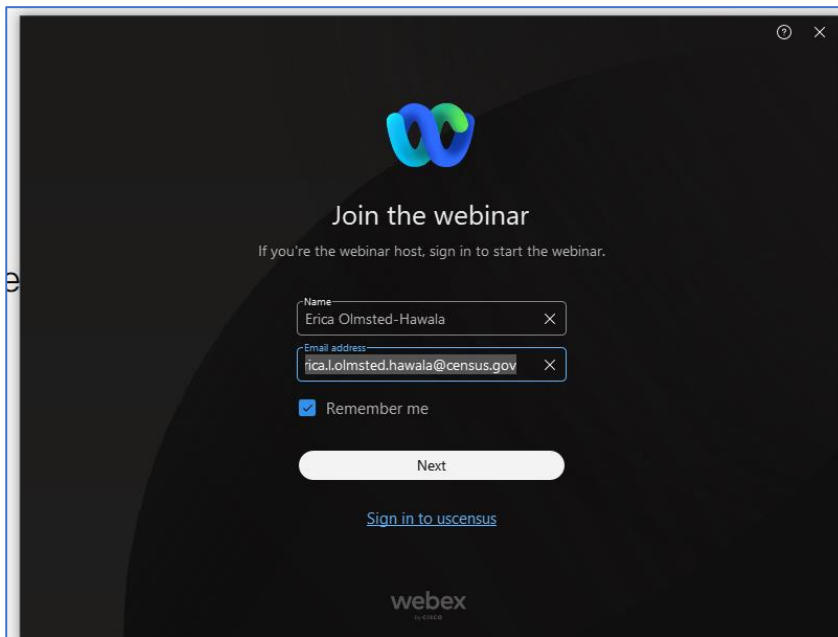
Session 1A: [New Software Developments](#)

## Instructions for joining a WebEx session

1. You can join WebEx either via desktop app or from your internet browser. We recommend presenters use the desktop app. Some users might experience a technical glitch with the desktop app where they cannot see any chats but their own. If this happens to you, exit and rejoin using the browser version.



2. Enter your name and email address and then click **"Next."** (Shown is the desktop access screens). If you are asked for a password, the password is displayed on the top part of the Virtual Conference webpage near the WebEx link.



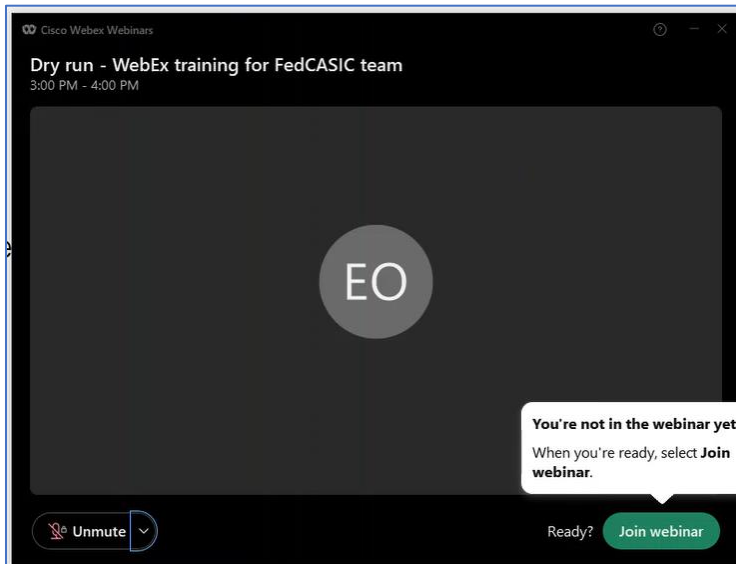
The screenshot shows a WebEx login window with a dark background. At the top center is the WebEx logo. Below it, the text reads "Join the webinar" and "If you're the webinar host, sign in to start the webinar." There are two input fields: "Name" with the value "Erica Olmsted-Hawala" and "Email address" with the value "erica.l.olmsted.hawala@census.gov". A "Remember me" checkbox is checked. A "Next" button is centered below the fields. At the bottom, there is a link "Sign in to uscensus" and the WebEx logo.

3. A disclaimer page will be displayed, explaining that no sensitive data should be shared during the WebEx session. Click the **"Accept"** button.

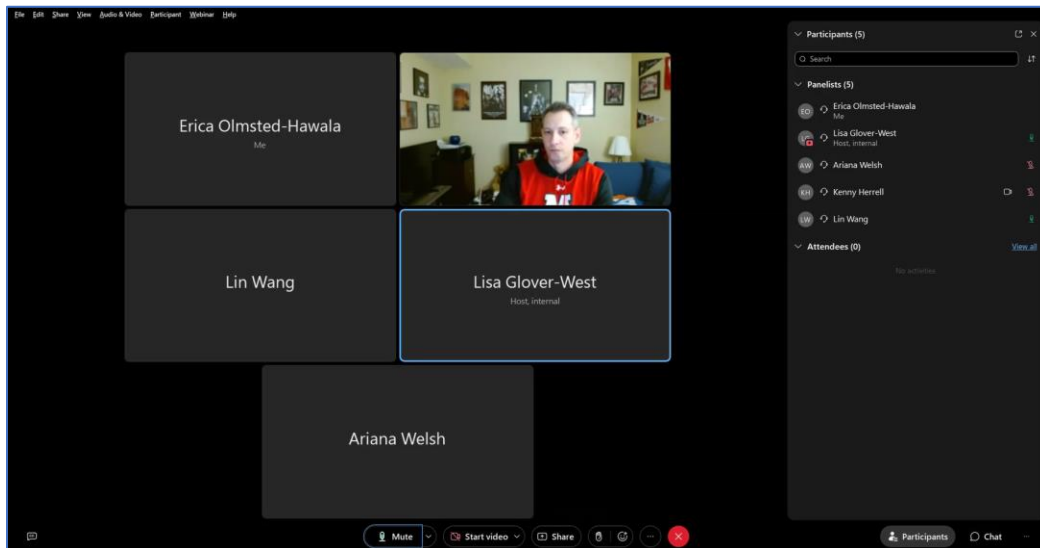


The screenshot shows a WebEx disclaimer window with a dark background. At the top center is the WebEx logo. Below it, a text box contains the message: "The usage of sensitive data such as PII, Title 13, and Title 26 during WebEx sessions is prohibited." At the bottom, there are two buttons: "Accept" and "Decline". The WebEx logo is also visible at the bottom center of the window.

- Click the green “Join webinar” button at the bottom of the screen when prompted.



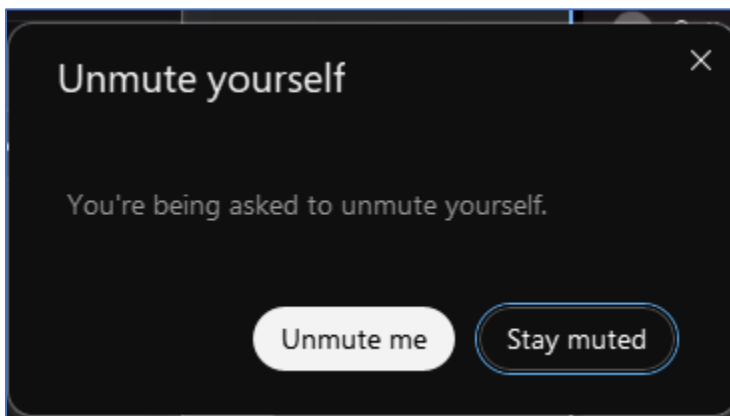
- You will now be joined to the session, and you will be muted. You are unable to unmute on your own.



- Confirm that you can hear audio. By default, most computers will connect using “computer audio.”
- You also can switch your audio connection with a feature under the three-dot button. See [Webex App | Switch audio settings during a meeting](#) for more information about switching audio sources.

If you experience problems with audio, try one of these solutions:

- If you have a second monitor, disconnect the second monitor. The second monitor may be interfering with WebEx audio connections.
  - Switch to phone audio: click the “**Switch Audio**” from the drop-down menu under the tab “**Audio & Video**” in the top banner. Next, enter your phone number in the “**Call me at**” field in the pop-up window and click “**Switch.**” You will get a call from WebEx at this number to connect you to audio. For browser users, select the “**Switch audio**” option from the three-dot button in the bottom of the screen.
8. As an attendee, you will not be able to speak during the session; all attendee microphones are set to mute. During the question and answer portion of the session, if you would like to ask a question aloud, raise your hand to let the moderator know that you would like them to enable your microphone. Once the host starts to unmute you, you will see the following image pop up on your computer screen. Once your microphone is enabled, you can unmute yourself by clicking on the “Unmute me” button.



9. As an attendee, you can participate in the **chat** feature in WebEx at any time. When using chat, other attendees will see what you submit unless you direct your question only to the moderator. The moderator will read all the chat questions during question-and-answer portion of the session.

*If you still experience difficulties with WebEx:*

- Send an email to [fedcasic@cenus.gov](mailto:fedcasic@cenus.gov), typing “FedCASIC WebEx” in the subject line. In the email, concisely describe the problem and **include a phone number** at which you can be reached. Tech support will call you as soon as they receive your message.

## Additional Instructions for Presenters and Moderators

A WebEx host from the Census Bureau support team will manage the WebEx session, including keeping the session live, granting presenters and moderators “panelist privileges,” and troubleshooting for presenters and moderators.

1. Join the session at least 5 minutes before it begins.
2. Join via desktop app (recommended, though web version is ok as well).
  - If you join by phone and need to speak, you will have to unmute yourself twice (once on the WebEx and also on the phone).
  - If you join using computer audio, you’ll only have to unmute yourself once. However, if there are quality issues with your computer audio, switch over to your phone audio.
  - The moderator will send out a chat to everyone. If you don’t see any chats but your own, exit WebEx and rejoin using the browser version.
3. The WebEx host has a list of all presenters and will admit you as a panelist.
4. When it is your turn to present, use the buttons at the bottom of the WebEx window to:
  - Turn on your camera by clicking the “**Start video**” button.
  - Share your slides by clicking the “**Share**” button, and select sharing your presentation (not screen). • If you are using video during your presentation, here are [Video instructions](#)
6. When you complete your presentation, go back to mute, and stop sharing your presentation by clicking “**Stop Sharing**” at the top of your screen, and then turn off your camera by clicking “**Stop video.**”
7. While you are not presenting, keep your video (webcam) turned off and stay on mute.
8. If you have technical difficulty, contact your moderator to let them know what kind of problem you are experiencing and how this impacts your ability to present. If your WebEx difficulties cannot be solved quickly, you could ask the moderator to present your slides for you while you call into WebEx using your telephone, or moving to be the last presenter in the session.

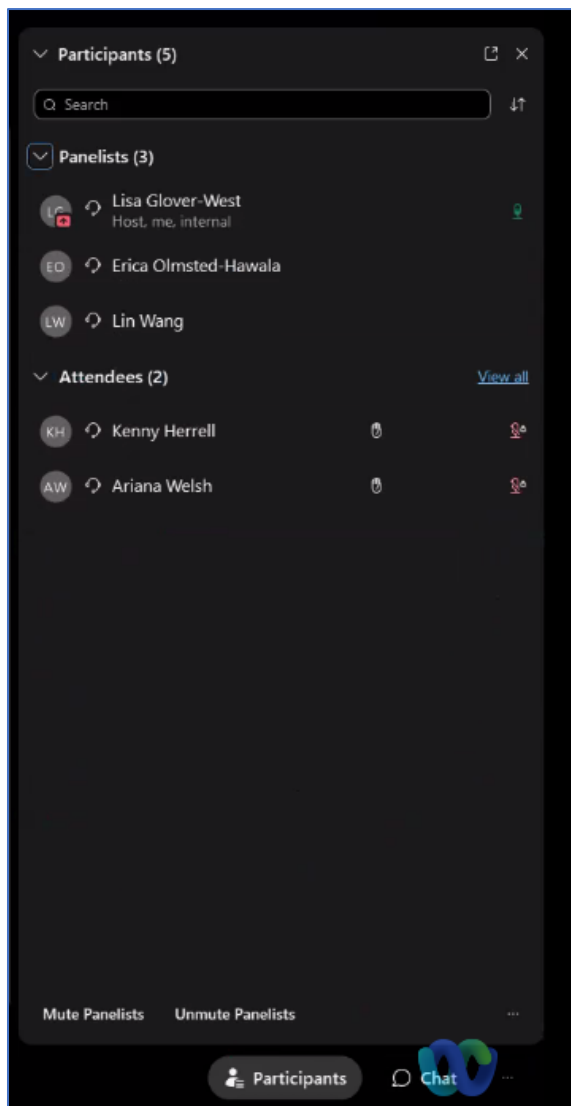
*Moderators: When you are ready to open the session:*

1. Give a brief introduction for yourself as the moderator, the session’s theme, and the outline of the session. We recommend:
  - “Welcome I’m [NAME] and I’m the moderator for [SESSION TITLE.] Thank you for joining. At this time all attendees are in a listen-only mode. Attendees can

submit written questions using the Chat feature which is at the bottom center or the right-side of your WebEx screen. Please take a moment to locate that now. After all presentations, we will have time for questions and answers. You can either submit questions via Chat to Everyone, or raise your hand to ask questions orally. I will call on you and you will be unmuted. If you encounter any technical issues during the session, try exiting the session and rejoining using the WebEx browser version. If technical issues persist, contact FedCASIC@census.gov.”

- Introduce the first presenter. Then, ask the first presenter to turn on their video, share their screen, and start their presentation.
  - Turn off your own video and mute your microphone.
2. The session will follow the presentation order shown in the program.
  3. Each presenter will have 10-15 minutes, depending on the number of presentations in the session (leave at least the last 15 min for Q/A). The moderator will monitor the clock and verbally notify the presenter when they have 5 minutes left, 2 minutes left, and when the presenter must wrap up their presentation.
  4. Questions can be typed into the **Chat** box at any time. Attendees should select to send their questions to **Everyone**. Attendees should specify in their question who should answer. Questions will be read aloud by the moderator at the end of the session. Attendees can raise their hand if they would like to ask a question orally at the end of the session and the host will set WebEx to allow them to unmute themselves.
  5. If you see a chat question that seems inappropriate or completely out of context to the session, don't respond to it. The organizers will expel the individual so just ignore that question in the chat.
  6. After all of the presentations have completed, the moderator will open the floor for discussion. There should be approximately 20-25 minutes for discussion.
  7. Monitor the list of attendees and look for anyone who has a raised hand during the discussion. You can call on the first person in the list as they have had their hand up the longest. Here is an example of two attendees with their hand up





Follow this protocol to get the attendee's microphone unmuted:

Moderator says, "[NAME] has a question, host, could you please unmute them?"

Host unmutes [NAME].

(pause for 1-2 seconds) Moderator says, "[NAME] please unmute yourself. Once you do that, you can go ahead and ask your question."

8. When there are 3 minutes remaining in the session time, the moderator should announce that there is time for one final question.
9. The moderator must end the meeting on time to allow the next session to start as scheduled.

*When you are ready to begin discussion after the last presentation:*

1. Ask the last presenter to stop sharing their presentation.
2. Turn on your video and do the following:
  - Ask presenters to turn on their videos.
  - Ask attendees to submit their questions via **Chat to Everyone** or raise their hand. Remind them to specify which presenter the question is for.
  - Read aloud as many questions from the **Chat** as time allows.
  - Presenters should unmute their microphones when they are speaking.
  - Ask a mix of questions for all presenters to ensure each presenter gets the chance to answer questions; if there are no questions for a specific presenter, please add your own question!
  - If there are no questions from the attendees, please ask questions yourself or prompt the presenters to ask questions of each other.

*If you experience difficulties with WebEx:*

1. Send an email to [fedcasic@census.gov](mailto:fedcasic@census.gov), typing “FedCASIC WebEx” in the subject line. In the email, concisely describe the problem and **include a phone number** at which you can be reached. The tech support will call you as soon as they receive your message.
2. Also, describe how your technical difficulties will impact your ability to serve as the moderator for your session.

**Additional sources for useful information about WebEx meetings.**

For presenters: <https://help.webex.com/en-us/article/nf68q3d/Share-content-in-Meetings-andWebinars%E2%80%94best-practices>

[https://help.webex.com/en-us/article/5ddww5/Share-Content-in-Webex-Meetings-and-Webex-Events\(Slow-Channel\)](https://help.webex.com/en-us/article/5ddww5/Share-Content-in-Webex-Meetings-and-Webex-Events(Slow-Channel))