



Guideline for GDMB videoconferences

Technical Advice

The GDMB uses Cisco WebEx as a communication platform.

The access to this is easy and regardless of the system, via browser. It should be noted that in addition to the authority of the browser, system-wide data protection settings may also have to be observed.

Lecturers please note that their presentation must be imported independently. The use of two screens is recommended here, which enables easy handling of the presentation in the conference platform. Otherwise it is practical to start the presentation in a window and not as a full screen. Corresponding settings can be found in many presentation programs.

You can find help and instruction on this and many other aspects of WebEx in the support area at: <https://www.webex.com/de/faqs.html>

For questions and problems, we are available at any time (also during the event) by email or by phone (+49 5323 937 9-0).

Organizational Details

Please note the important information for the realization of a successful event:

1) Access

Access to the video conference is already possible before the series of lectures starts. The event program indicates the beginning.

2) Audio function

By default, the audio function is muted during the lectures for everyone, except for the current lecturer.

The moderator cancels the muting.

3) Questions about the lectures

Questions must be sent to the moderator with a clear reference via the chat function during the lectures.

Furthermore the chat is only set up for this during the lectures and in the breaks between lectures and in the discussions, it will be possible to exchange information on all channels of the conference platform.

During the lecture or the discussion incoming questions are collected, structured and provided by the moderator to answer.

Any questions not dealt with will be sent to the lecturer for answering.