

# Handbook

Webinar organization – EAGE Student Webinar

For university host



## Introduction

This document describes everything you need to know to host an EAGE Student Webinar. Hosting a webinar is not much different from organizing a regular lecture, but there are some details (mainly technical) that deserve attention.

## The EAGE Student Webinar

As lecturers sometimes have limited ability to travel because of their employment, EAGE introduced a new format, the Student Webinar. Now, the lecturer could deliver their presentation from home or from their office. This way, EAGE can fulfil its mission to serve the international geoscience student community worldwide and move along with the time by making use of digital means to reach out to student audiences.

The hosting University is ought to invite the local audience and to take care of the equipment.

## The lecture

Among the benefits of a webinar, is that the webinar allows students and the lecturer to interact with each other. For lectures with a large audience, the lecture might want to decide to have a Q&A session after the lecture. With smaller audiences, it is possible to agree that viewers may interrupt the instructor during the presentation. We leave this decision up to the lecturer and the host.

The standard language of the lectures is English. The instructor and audience can agree to speak another language. In exceptional cases and upon confirmation from all sides, a local interpreter can be arranged to translate the talk sentence-by-sentence (provided and paid for by the university host).

## Planning

As soon as we have received a confirmation from the host to participate, we will contact both the lecturer and the host to schedule a date for a test session and the lecture.

## Equipment

The host will need to provide the following equipment:

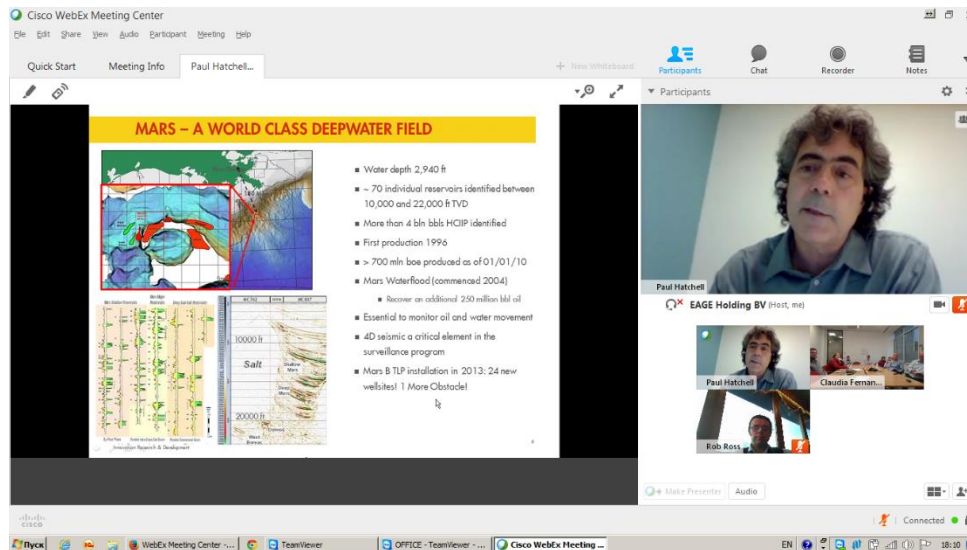
1. Computer with fast internet connection
2. Webcam
3. Large screen or beamer
4. Phone landline or microphone

You can host the webinar on any modern computer with a webcam. Previous sessions have taught us that calling in with a phone landline works best for the audio connection. However, if your internet connection turns out to be very stable and fast during the test session, you can use a microphone connected to the computer.

## Test session

Since the technique relies on good connections, we will plan a test session to check if everything is working according to our standards. Moreover, it provides everyone with the possibility to explore the software and to discuss any relevant details. It has been proven that most technical issues on

the day of the lecture can be prevented by checking them beforehand. Ideally, there will be at least **two weeks** between the test session and the actual lecture.



## The presentation

We try to simulate a face to face situation as much as possible. Therefore, we ask instructor and participants to put their phones on silent mode. When there is a long period during which you do not need your microphone (mainly while the instructor is giving the first hour of presentation) we ask you to click on 'Mute me'. This way the noise in the connection can be reduced.

## WebEx

For the webinars we use software from WebEx. It can be run in your browser without the need to install additional software (Temporary Application) or it will be installed as a separate add-on to the system. *Therefore, it is important to check if all firewall and administrator settings of your computer are compatible with the application.* We will do this together with you during the test session. Once the session is scheduled in WebEx, you will receive an email that contains a web link which opens the WebEx Meeting console (Meeting Center).

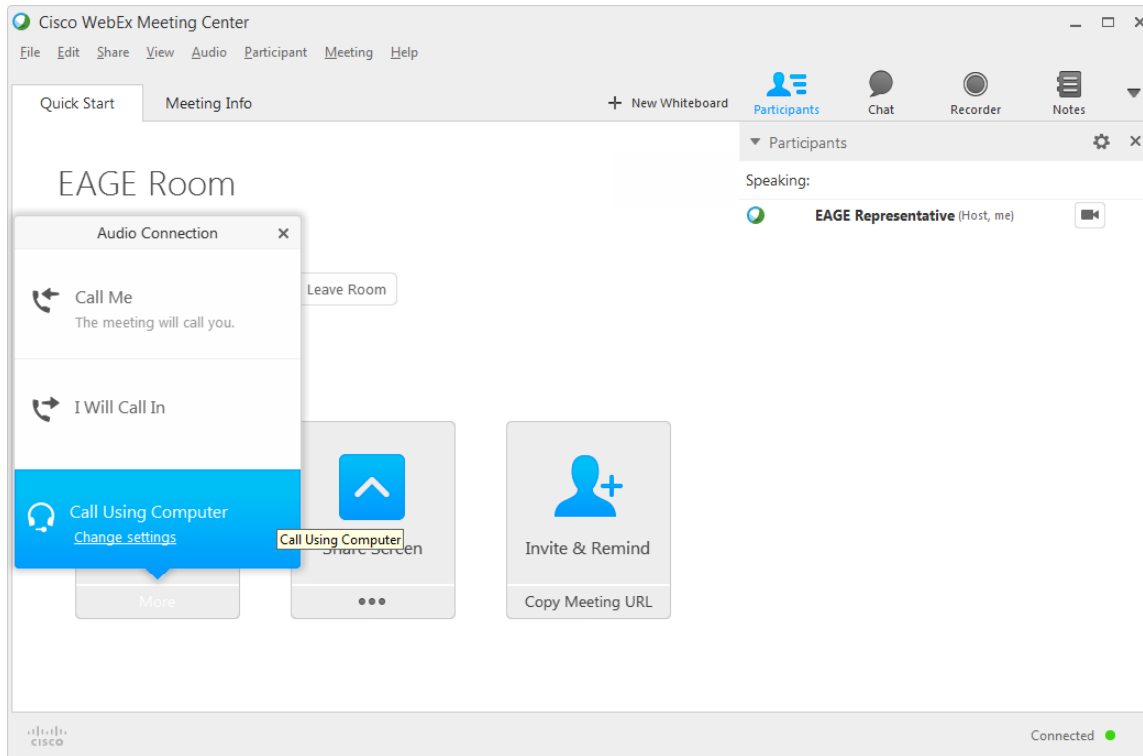
## Connecting to a WebEx webinar as a participant

### HOW TO CONNECT TO THE WEBINAR

1. Open the link you received from EAGE ("Join WebEx meeting").
2. If requested, enter the name of the university and email address. The name will be visible for all to see during the webinar, so please make sure it is spelled correctly.
3. If a password is required, enter the meeting password, as provided in the invitation email.
4. Click "Join".
5. When the Meeting Center opens, click on the webcam icon against your name in the list of participants to turn on the webcam so that others will see you.
6. Now connect the audio.

### HOW TO CALL IN

1. Choose menu "Audio" and then "Audio Connection"
2. Select either "Call Me", "I Will Call In" or "Call Using Computer" option (depending on how fast and stable your internet connection, try "Call Using Computer" first)

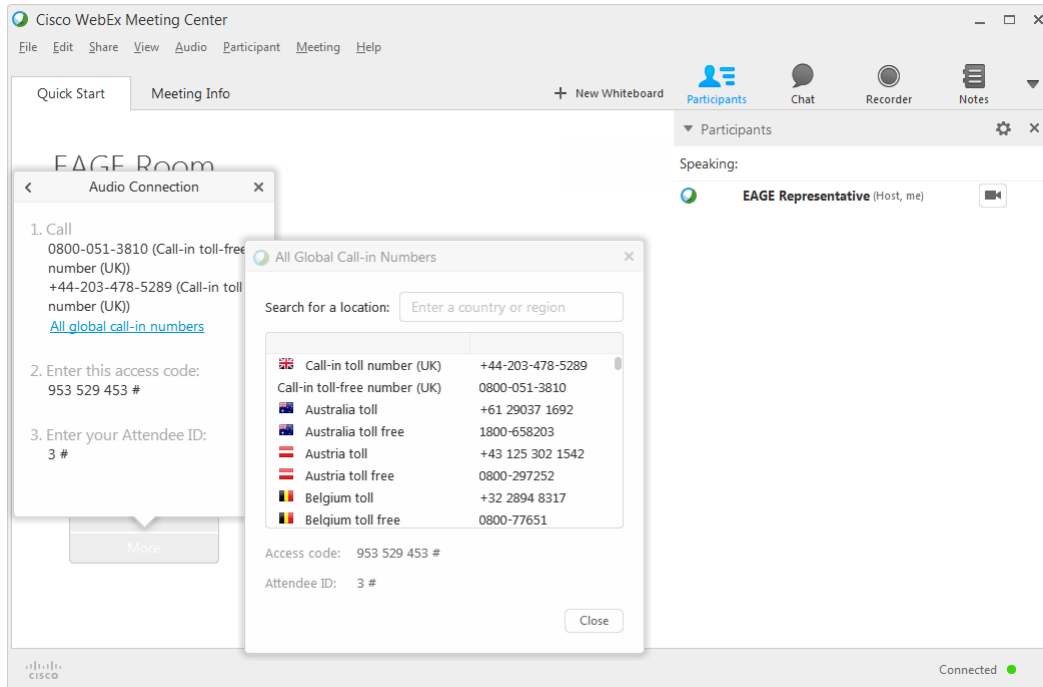


### ***IF YOU SELECT "Call Me"***

1. Dial in the phone number for your local number
2. Pick up the phone and dial "1" to connect to the meeting

### ***IF YOU SELECT "I Will Call In"***

1. Either call the toll-free (or toll) number shown or click "All global call-in numbers" and choose your country.
2. Dial the number and follow the audio instructions to enter your access code (shown on the screen) and your Attendee ID (also shown on the screen)
3. You will be placed to the conference call.



### ***IF YOU SELECT "Call Using Computer"***

1. Click on "Change Settings" below "Call Using Computer" or choose menu "Audio" and then "Computer Audio Settings"
2. Choose the speaker and microphone from the lists of devices installed on your computer
3. Click Test to check the sound and observe blue bars that indicate that the microphone is working
4. If all okay, click on "OK" and then click on "Call Using Computer" to connect to the meeting.

