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CONFERENCES FOR WOMEN

FACILITATED NETWORKING VIA WEBEX MEETING

<u>**Participant Instructions**</u>

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The Conferences for Women are thrilled that you are interested in participating in Facilitated Networking, a chance for you to connect in small groups with other professional women. These instructions will help you to make the most out of your session.

NOTE: Sessions start promptly. To avoid disruption, latecomers will not be admitted.

TECHNOLOGY AND EQUIPMENT:

1. Download <u>Webex</u>

2. Web camera

3. Microphone (USB headset/earbuds or integrated mic)

4. Reliable internet and access to an Internet browser such as Google Chrome

REGISTERING FOR AND ACCESSING FACILITATED NETWORKING VIA WEBEX MEETINGS:

- Go to the Cisco Networking Lounge to access Facilitated Networking. Pre-registration is required and space is limited. We ask that you sign up for one session only.
- Select your session preference and register. You will receive a calendar notice with instructions to join the session. You must **accept the calendar notice to get the reminder**.
  - o You will receive a Webex Meeting Reminder from <u>messenger@webex.com</u> 15 minutes pre-session. If you don't receive it, just return to the registration page at the session start time and click on the same link you used to register and log in with your email.
- At the time of the session, go to your calendar and click on the Webex meeting link in the email invitation to enter the meeting. To join the **Webex meeting** via the Webex web page, type in the **meeting number, password** and click the **"Join"** button.
- If your session is full, join the waitlist to be notified when we will be able to offer a session.

FACILITATED NETWORKING FORMAT:

- Sessions are live and not recorded. Sessions start promptly. To avoid disruption, latecomers will not be admitted.
- When you enter the session, a Facilitator will be there to welcome the group and give you instructions as to how the session will work.
- You will be assigned randomly to small breakout session rooms where you will network for 25 minutes. Once in the breakout room, we ask that you choose a timekeeper who will keep track of the time (25 min.) and be able to share 1 strategy once we return to the main room. Keep an eye out for broadcast messages with prompts on how to keep the conversation going, such as using the following template to introduce yourself: **I am _____ from _____ and I love what I do because _____.**
- After 25 minutes in the breakout rooms, all participants will be automatically returned to the main room so each timekeeper can share 1 top strategy discussed in your room.
  - o We ask that the timekeepers raise their hands to share their 1 strategy. They will be called in the order they raised their hands.
  - o **To raise your hand:** Put your cursor on your name and you will be able to see the hand icon. Click it once to raise your hand, and click it again to lower your hand.
- Add your LinkedIn profile to the Google doc so that others can connect with you post-Conference. A link to a Google doc will be shared in the chat.