



ASIA PACIFIC  
ENERGY REGULATORY  
FORUM

# ASIA PACIFIC ENERGY REGULATORY (APER) FORUM EXTRAORDINARY MEETING

CISCO WEBEX USER GUIDE

# TABLE OF CONTENTS

BEFORE THE MEETING 01

JOINING THE MEETING 02

CHANGING THE NAME DISPLAYED 03

INTERVENTIONS 04

SUPPORT 05

# BEFORE THE MEETING

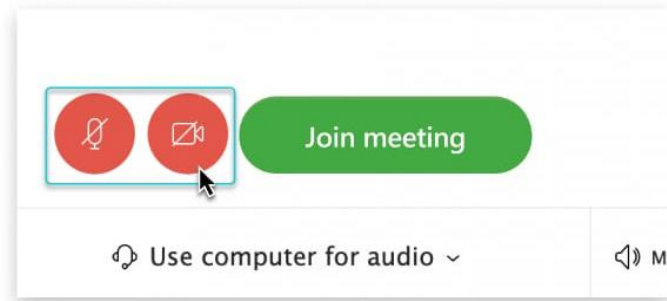

# BEFORE THE MEETING

- ▶ **Ensure compatibility.** It is recommended that participants use a PC / laptop and download the Cisco Webex Meeting Application for a smoother experience. Visit <https://www.webex.com/downloads.html> to download the application.
- ▶ **Check your internet speed.** Use a Local Area Network (LAN) cable for internet connection if possible. Low bandwidths may result in lower video resolutions and audio delays.

# BEFORE THE MEETING

- ▶ **Review your webcam.** Adjust your indoor lighting and camera angle to make sure that your face is lit properly.
- ▶ **Test the microphone.** A headset with a built-in microphone or use of external microphone would have better audio quality.
- ▶ **Rehearsal equipment.** It is recommended that the same equipment used during the rehearsal is used for the meeting.
- ▶ **One video screen per delegation.** We seek your understanding to only turn on **ONE** video screen per delegation to ensure there is enough bandwidth for the entire meeting.

# BEFORE THE MEETING

- ▶ **Mute your microphone.** The chairman will pass the floor to you to speak. Otherwise, please ensure your microphone is muted at all times.
- ▶ Click on “Mute my microphone A screenshot of a meeting join interface. At the top, there are two red circular icons: one with a muted microphone symbol and one with a video camera symbol. A light blue rectangular box highlights these two icons, and a mouse cursor is pointing at the video icon. To the right of these icons is a green rounded rectangular button with the text "Join meeting". Below this row, there is a section for audio settings, which includes a speaker icon, the text "Use computer for audio", and a downward arrow. To the right of this section, there is another speaker icon and the text "M.".

# JOINING THE MEETING

# JOINING THE MEETING


- ▶ Open your email invite to find the meeting details and click “Join Meeting”.
- ▶ Please note that the meeting room will be opened 30 minutes ahead of the starting time.



**EMA Singapore invites you to join this Webex meeting.**

Meeting number (access code): 166 791 6905  
Meeting password: TeSting123

Friday, August 14, 2020  
8:30 am | (UTC+08:00) Kuala Lumpur, Singapore | 2 hrs

[Join meeting](#)





  [Join Meeting](#)




# CISCO WEBEX MEETINGS INTERFACE

The screenshot shows the Cisco Webex Meetings interface. At the top, there is a menu bar with 'File', 'Edit', 'Share', 'View', 'Audio', 'Participant', 'Meeting', and 'Help'. The main area displays a large video feed of Catherine Sinu. Below the video feed is a control bar with icons for mute, video off, screen share, participants, chat, and close. At the bottom, there is a gallery of other participants: Adrian Delamico, Catherine Sinu, Sherry McKenna, David Lam, and Alison Cassidy. A floating panel on the left shows meeting details for 'Quarterly Analytic Visualizations' hosted by Catherine Sinu, including the URL, meeting number (555 123 456), video address (csinu.company@webex.com), audio connection (US Toll 1-555-123-4567, US Toll Free 1-555-123-4567), and access code (555 123 456). Callouts point to the floating panel icon, the video layout icon, the floating panel icon, and the meeting info icon.

Change your **Video Layout**  to control where you view video participants and panels on your screen.

Choose **Floating Panel View**  to position any panel where you want it - even on a second monitor.

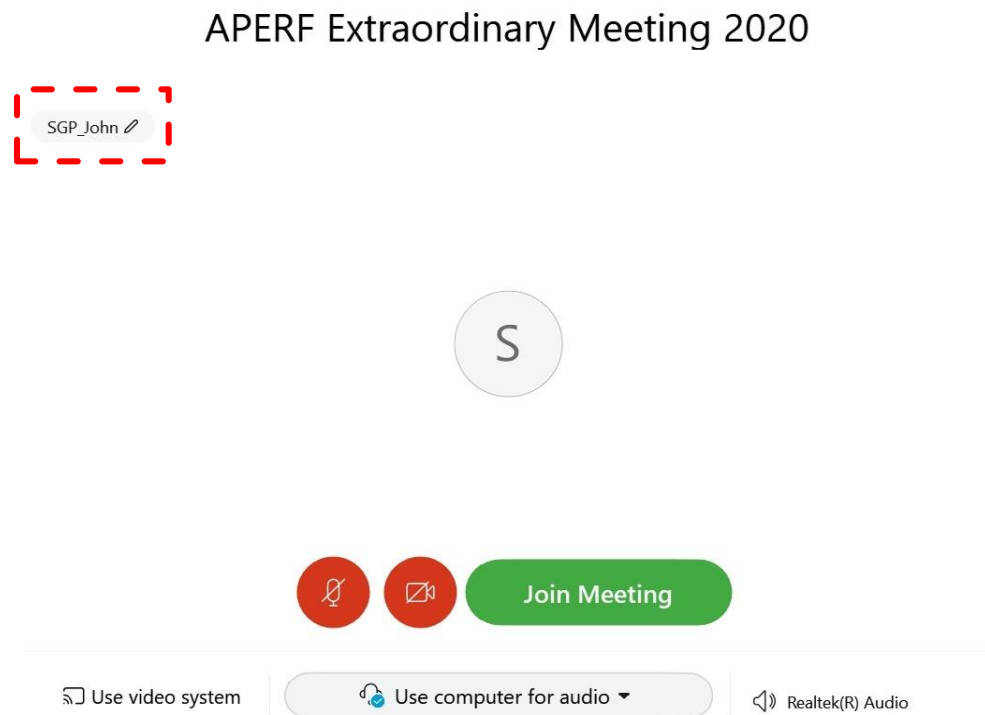
Access the **Meeting Info**  to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

**CHANGING NAME  
DISPLAYED**

# CHANGING NAME DISPLAYED

1. Before entering the meeting room, click on the edit button



2. Enter your name and press 'Next' to enter the meeting room.

APERF Extraordinary Meeting 2020

Enter your information

SGP\_John

Email address

Next

This screenshot shows the 'Enter your information' screen. It has the same meeting title 'APERF Extraordinary Meeting 2020' at the top. Below the title, there are three input fields: the first contains 'SGP\_John', the second is labeled 'Email address', and the third is labeled 'Next'. A red dashed box highlights the 'Next' button.

# NAME DISPLAYED

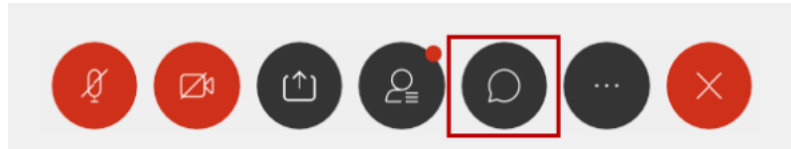
- ▶ Update the name displayed as following: ‘Abbreviation of country name, <your name>’. E.g. (SGP, John)
- ▶ Refer to table below for the abbreviation of country name:

Country	Abbreviation	Country	Abbreviation
Australia	AUS	Philippines	PHL
China	CHN	Samoa	WSM
India	IND	Singapore	SGP
Japan	JPN	Thailand	THA
Korea	KOR	Tonga	TON
New Zealand	NZL	USA	USA
Papua New Guinea	PNG		

# INTERVENTIONS

# TO INTERVENE

1. Open the chat panel.



2. Select 'Send to: Everyone' and type your chat message in the chat box in this format: "[Country name] wishes to intervene". *E.g. "Singapore wishes to intervene"*.

Send to: Everyone ▼

Singapore wishes to intervene.

# DURING INTERVENTION

1. Each intervention will be limited to no more than six minutes.
2. When the chair passes the floor to you, please unmute your microphone.



**Muted**



**Unmuted**

3. A timer will be displayed, showing the amount of time you have left.

**Note: the host will mute your microphone after your intervention.**

**SUPPORT**



# SUPPORT

For any other questions on the technical usage of Cisco Webex Meetings, please contact Mr Gerald Teow ([Gerald\\_TEOU\\_From.TP@ema.gov.sg](mailto:Gerald_TEOU_From.TP@ema.gov.sg)).