WEBEX SETUP MANUAL (FOR HOSTS/JUDGES/PRESENTERS)

- Please click **on the link below** respective to your registered Room to register as presenter.

Opening Ceremony
https://upm.webex.com/upm/onstage/g.php?MTID=ef62e9ac355bcc3298cf5a5ae8d6566e5

Room 1
https://upm.webex.com/upm/onstage/g.php?MTID=e405c50c6b64664a19f38281356abfe09

Room 2
https://upm.webex.com/upm/onstage/g.php?MTID=e9efc3220c58877a3c3e23e9aecd8c503

Room 3
https://upm.webex.com/upm/onstage/g.php?MTID=e04bddc6705ff68144d98160002558c56

Room 4
https://upm.webex.com/upm/onstage/g.php?MTID=e32fd3df2149c92efbd1c7ba7814803ff

Room 5
https://upm.webex.com/upm/onstage/g.php?MTID=ee103ea62b056b11b3d15b605b0561eb5

Room 6
https://upm.webex.com/upm/onstage/g.php?MTID=e3350d600b371482aefe52b9b81bb7218

Room 7
https://upm.webex.com/upm/onstage/g.php?MTID=e85759b6ce2d1232bd676ae31290bf20f

Closing Ceremony
https://upm.webex.com/upm/onstage/g.php?MTID=e1b211fece394b314e63b07a273e52cb6

- Once the link is clicked, you will be brought to the page below to complete the registration. Please fill in your emails and details as per your registration with the V-MTC secretariat at the **Join Event Now as Panelist** section.

- Once you click **Submit**, you will be brought to the following page to go the Webex Application. If you have problem Starting Webex, click on **Run a temporary application** to join the conference

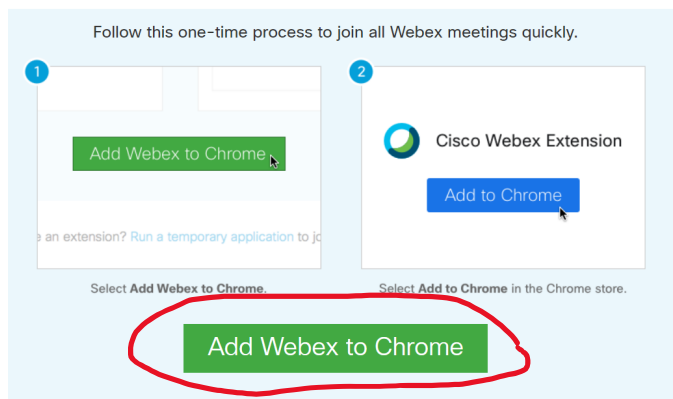- The Webex installation will be done automatically by the browser
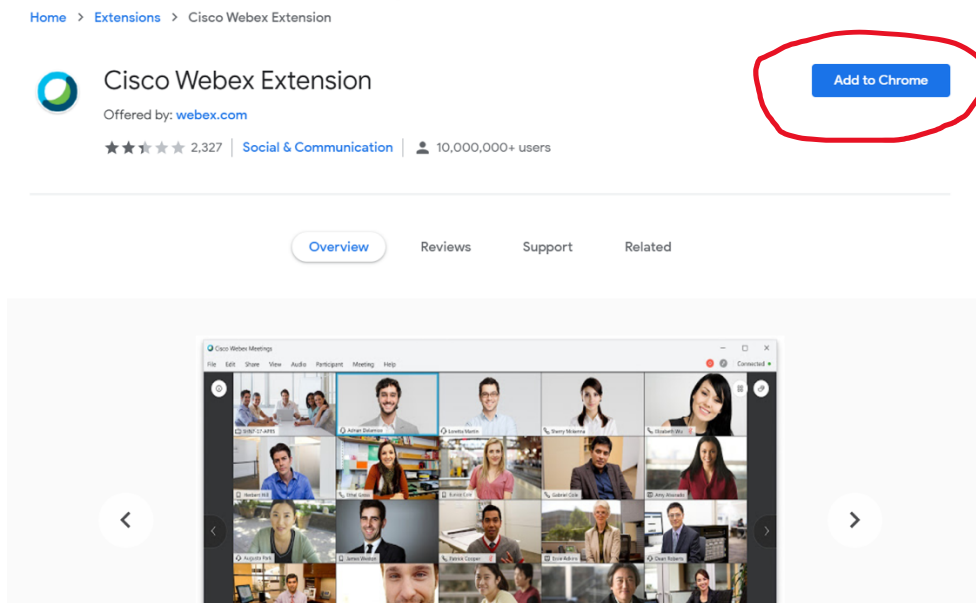
Meet face to face. Wherever you are.

cisco Webex

- If you use Chrome, you need to add add-on extension to the browser by clicking the green **Add Webex to Chrome** button
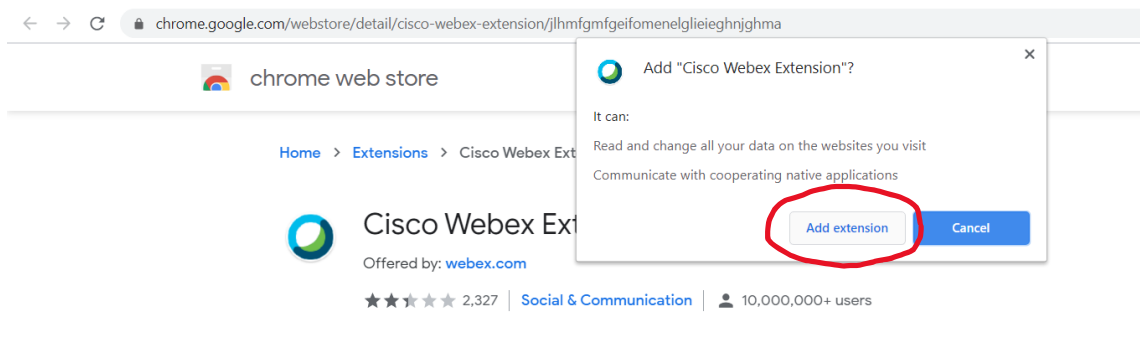
Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.

1
Add Webex to Chrome

an extension? Run a temporary application to jo

Select **Add Webex to Chrome**.

2
Cisco Webex Extension
Add to Chrome

Select **Add to Chrome** in the Chrome store.

Add Webex to Chrome

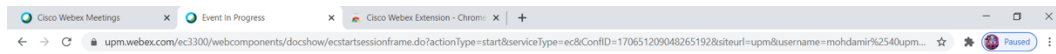Don't want to use an extension? Run a temporary application to join this meeting.

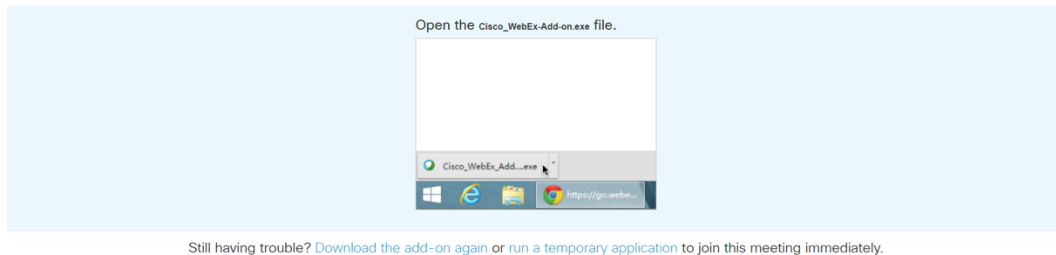- On the Chrome extension page, click **Add to chrome** blue button

- Once the pop-up of Add "**Cisco Webex Extension**" appears, click **Add Extension**

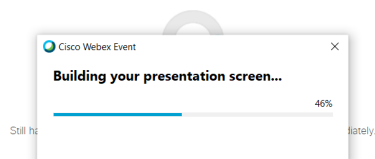- Once extension is added, you need to install the Cisco Webex add-on exe file downloaded to your PC
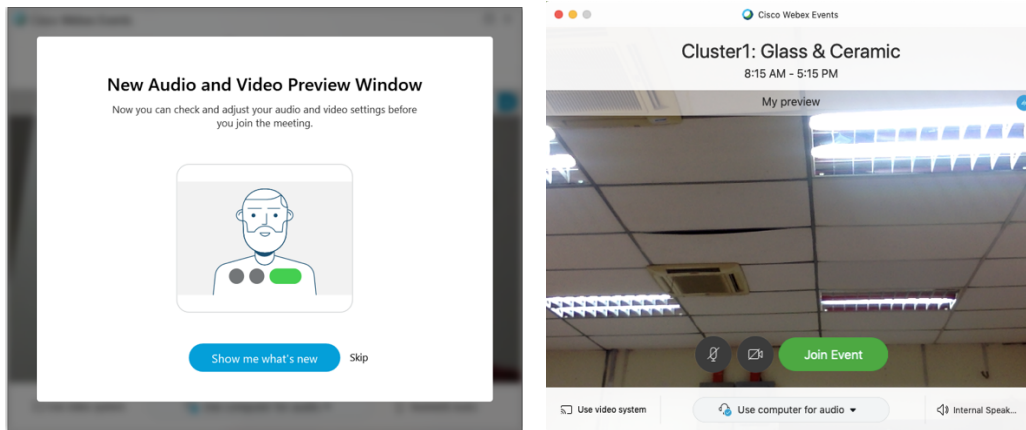

- The installation of Webex application should be started after that
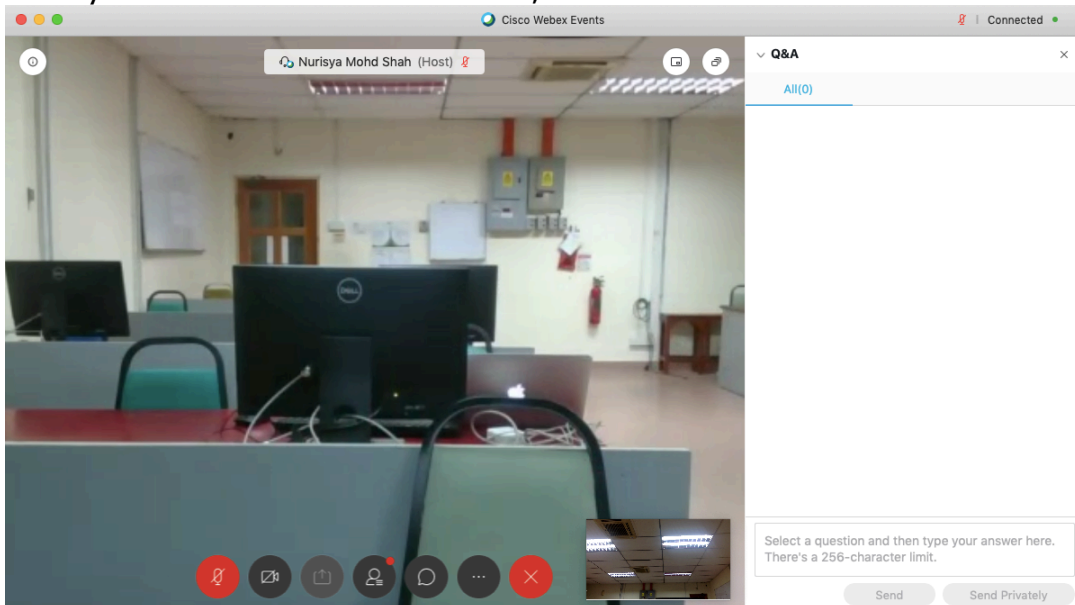
- Once installation done, you will enter the conference room and please click **Join Event** to confirm your attendance.

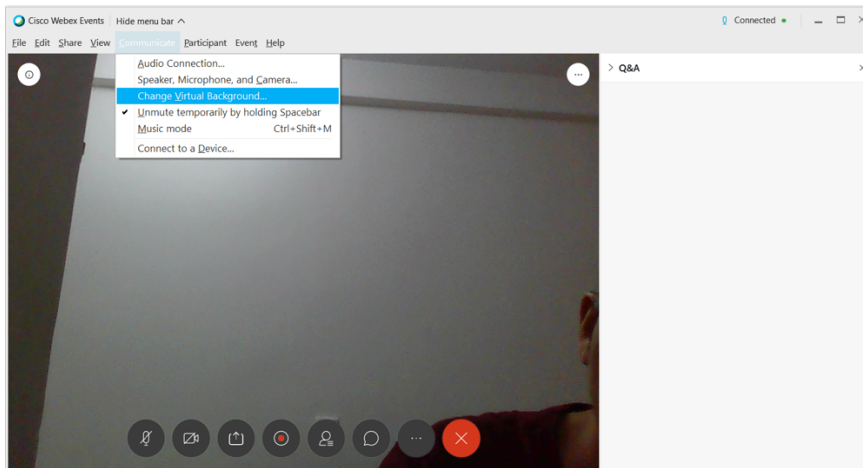- Once you are in the conference room, wait for instruction from Host
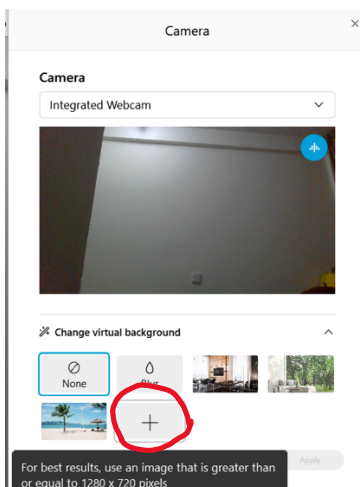
WEBEX VIRTUAL BACKGROUND

- Presenters and panels can download and use the following virtual background during presentation:

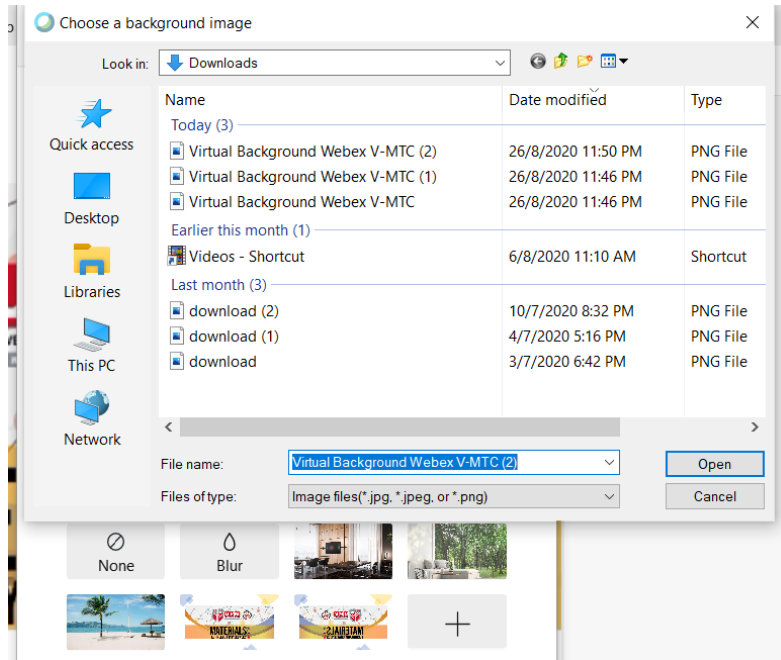 https://drive.google.com/file/d/1ra6rv0PNXvJVLzbq9OXGt0rl-bzSa2uT/view?usp=sharing

- To apply the virtual background, on Webex application, go to **Communicate** menu, apply **Change Virtual Background**
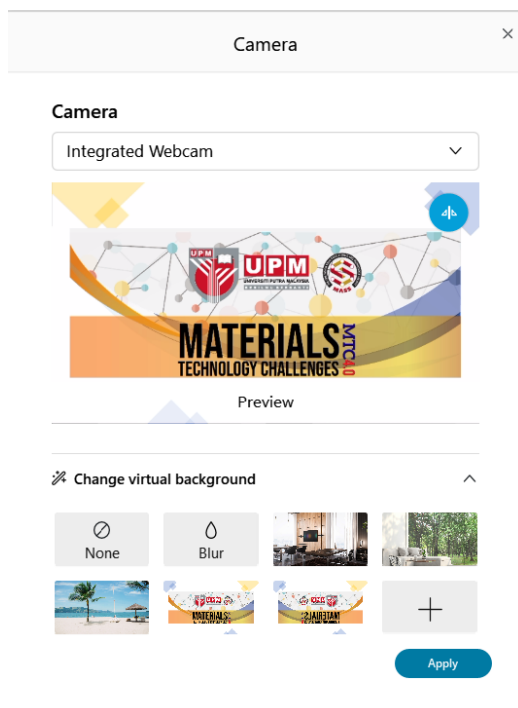

- Then go to **+** sign at the **Change Virtual Background**

- Choose the downloaded Virtual Background image file to apply the changes

- Now you should have the virtual background of MTC 4.0 applied.

If you have any inquiries regarding the SOP and the presenter's name in the tentative, please do not hesitate to contact us. The latest information will be updated in the official V-MTC 4.0 2020 Conference website.

Thank you very much and have a good day ahead.
Regards,

Secretariat
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MALAYSIA