



IEEE UK and Ireland Section Autumn Meeting

eNotice and Zoom Webinars

13th November 2020

Online



eNotice Guidelines

Who can send eNotices?

Volunteers with automatic access to eNotice vTool include:

- Region Directors, Section Executive Committee Members
- eNotice Coordinators, Newsletter Editors, Webmasters, MD Chairs
- **Chapter Chairs, Affinity Group Chairs**, Student Branch Chairs and Counselors

Staff processed eNotices may take up to **5 business days** due to the volume of requests received daily.

Best Practices

- ✓ Submit at least three emails throughout the conference life cycle including:
 - Call for Paper Announcement
 - Program Announcement
 - Early Registration Deadline Announcement
- ✓ No more than one eNotice per week
- ✓ Brief info with relevant links for more details

eNotices request

- To get your event details circulated via eNotice, simply email to audiche@ieee.org:
- The text of your event as you would wish it to appear including all relevant links
 - The file you want to attached (if applicable)
 - The intended membership recipients

NOTE: eNotice for an IEEE sponsored conference requires additional approval



Zoom Webinars

Hi Eduardo Audiche,

IEEE UK&I Section (education-chair@ieee-ukandireland.org) invited you to a Zoom webinar as alternative host.

Topic: Systematic Innovation, a global perspective by Mr Nigel King

Time: Jul 29, 2020 02:00 PM London

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Start Webinar

As a host, you have the ability to start and end the webinar.

If the above button is not clickable, try copying and pasting the following link into the address bar of your web browser

<https://us02web.zoom.us/j/85714286701>

Or join webinar with the following methods

As a host you will receive an email like this with the user and password info



If you are the meeting host, sign in to start the meeting(857 1428 6701)

Sign in to Start

I'm not the meeting host, [Join Meeting as an Attendee](#)

Sign in with the details provided



Sign In

Email Address

assistant-secretary@ieee-ukandireland.org

Password

[Forgot password?](#)

••••••••••

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

Stay signed in

New to Zoom? [Sign Up Free](#)

Make sure
to uncheck
this option



Open Zoom Meetings?

https://us02web.zoom.us wants to open this application.

Open Zoom Meetings

Cancel

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

Zoom Webinar Participant ID: 186663

Enter Full Screen

Choose ONE of the audio conference options

Phone Call Computer Audio

Join with Computer Audio

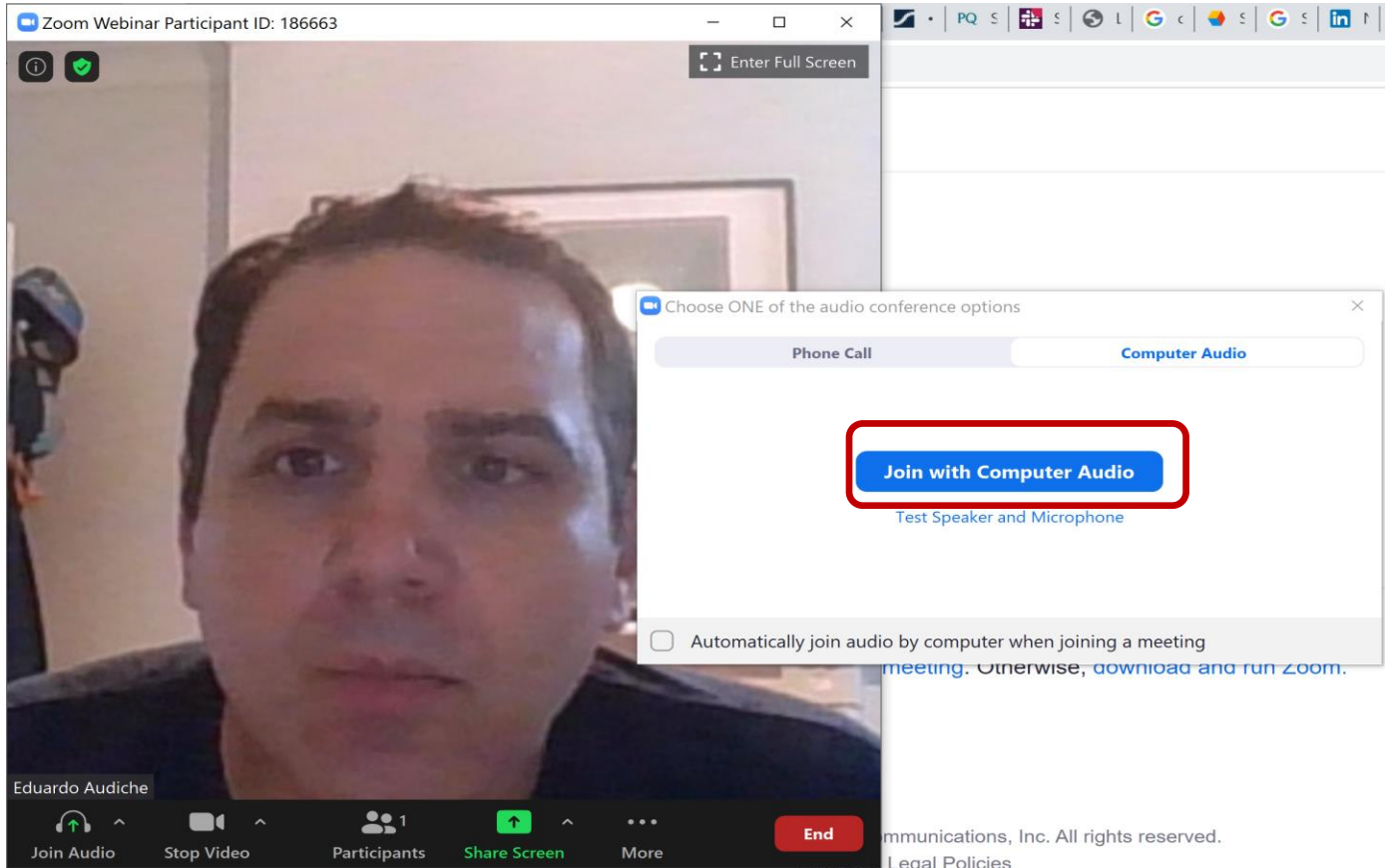
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Eduardo Audiche

Join Audio Stop Video Participants 1 Share Screen More End

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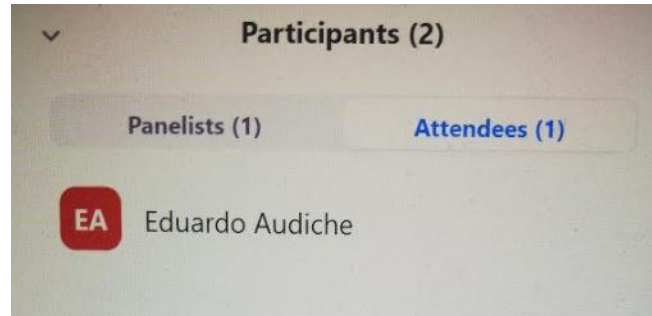
If you are doing a practice Session:

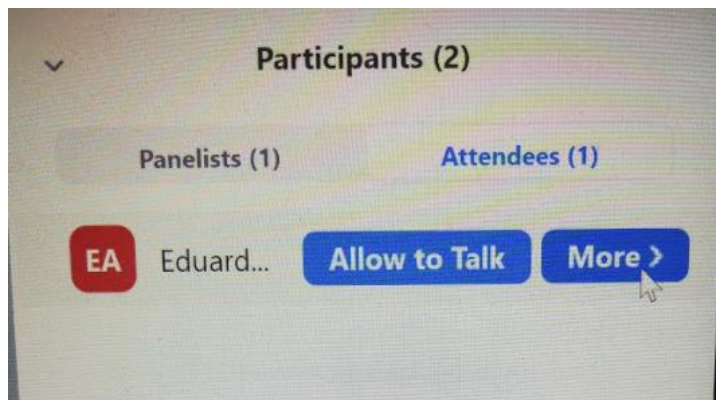
After following the previous steps, click on the button “Broadcast”

Zoom Webinar



When attendees access the session, you will see them on the Attendees tab (see an example with my name)





Click on "More" and select "Promote to Panelist"

