

# Software in the Era of Extreme Heterogeneity

September 22 – 24, 2020

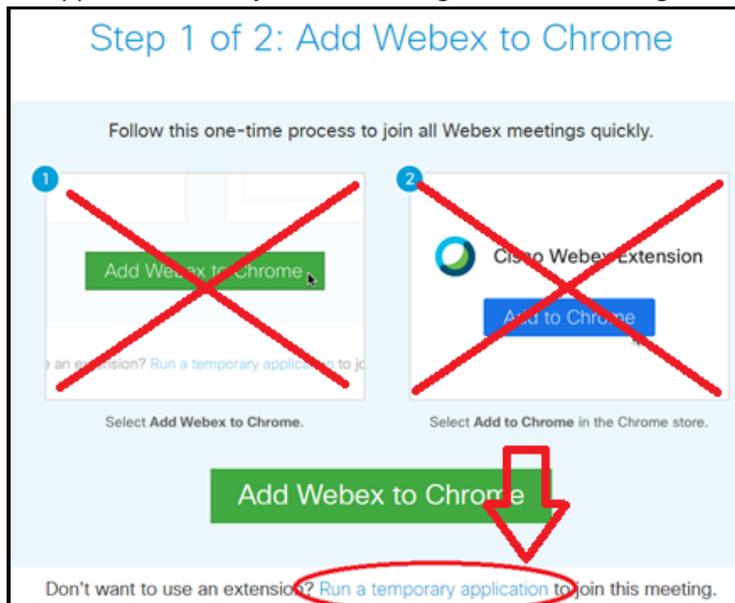
Joint virtual workshop of High End Computing (HEC) and Software Productivity, Sustainability, and Quality (SPSQ)  
Interagency Working Groups

## Instructions for Joining a WebEx Breakout Session

1. Click the link provided in the meeting invitation. Clicking the link will take you to the page pictured below to enter your name and email, with the meeting password pre-populated. Please indicate your affiliation in parentheses after your last name during this step. If the meeting password is not pre-populated, you can manually input the password included in the meeting invitation.

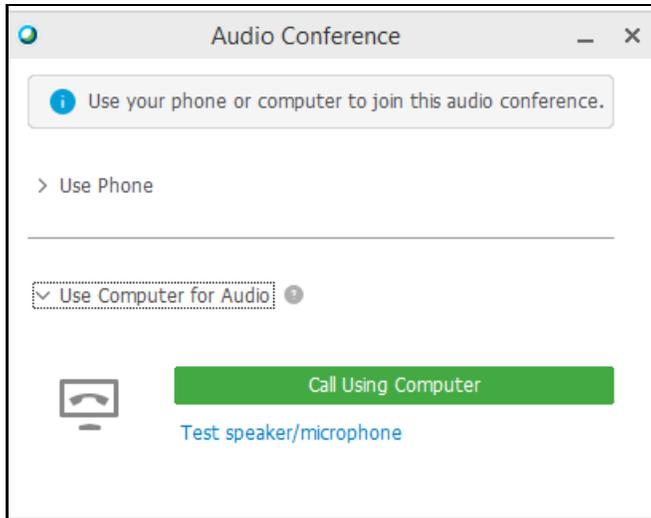
- a.
  - i. Be sure to click “Join Now” and NOT “Join by Browser” as this will cause Mute/Unmute issues
  - ii. If you are a panelist, please be sure to indicate this by typing a “P” before your name (P- Chris Nemr). Only indicate this on the day of your panel.

2. Regardless of which browser you are using to join the meeting, clicking “Join Now” will direct you to add WebEx to your browser page. Please click “Run a temporary application” (in red below) to download a single instance of the WebEx app to be able to join the meeting, instead of adding the extension and joining through the browser.

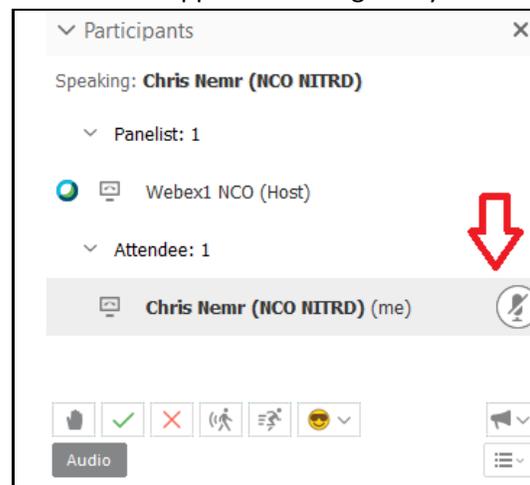


- a.

3. Clicking “Run a temporary application” will open a WebEx Training window. Once this window finishes loading, a pop up will appear with the audio options, pictured below.

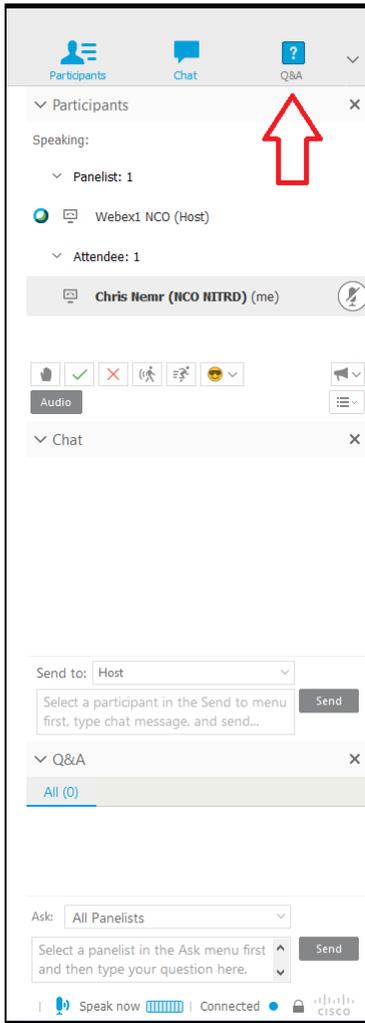


- a.
- i. Please click “Call Using Computer” in order to join through your computer audio and to avoid having to dial in from a landline.
  - ii. All attendees will be muted on entry to the WebEx and can only be unmuted by request OR if promoted to a Panelist.
  - iii. If you have been unmuted by the host, or promoted to a Panelist, and wish to mute yourself, the mute button will appear to the right of your name in the Participant list, pictured below:



1.

4. Since all attendees will be muted on entry to this workshop, use of the Chat and Q&A function is highly recommended to share comments and questions with the rest of the participants. The chat box will appear by default on the right side of the WebEx app for all attendees. The Q&A box may have to be manually opened by clicking the Q&A icon, pictured below:



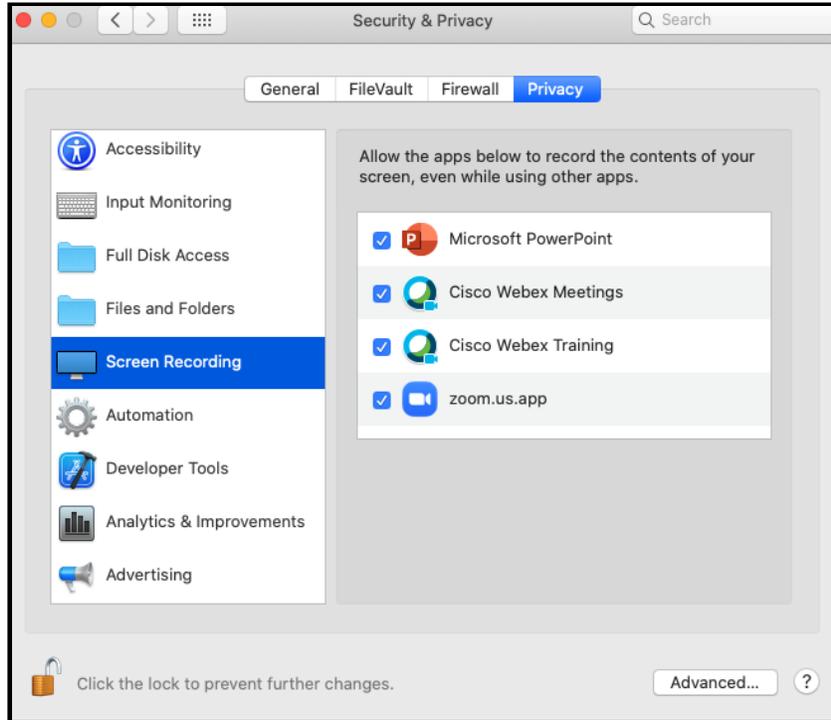
- a.
- b. The Q&A box is recommended for questions to various panelists during the panel portion of the workshop, as the moderators will be monitoring this box.
- c. The Chat box is recommended for general comments to be shared with the rest of the workshop.

5. In order to share your screen in the main session, you must be first assigned as the presenter by the host. After you are made presenter, clicking the Share menu at the top of the screen will enable you to share your screen or a specific file. Sharing your screen is recommended if a document will be edited in real time.



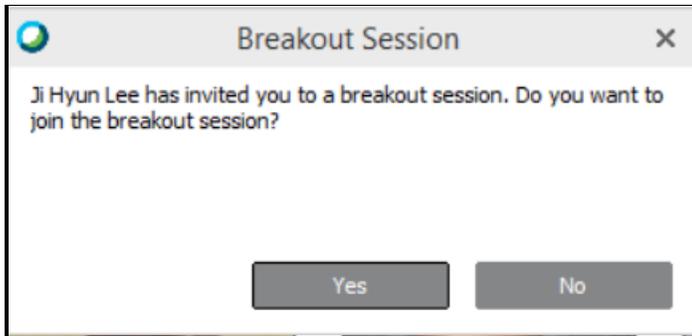
- a.
- b. MAC USERS ONLY: If you are having issues with screen sharing, you may need to enable it in your System Settings. This change is necessary if this is your first time sharing your screen in WebEx Trainings. In

order to have the “Cisco WebEx Training” option appear in the list below, you must be attempting to share your screen. It will not appear in this list until you do so.



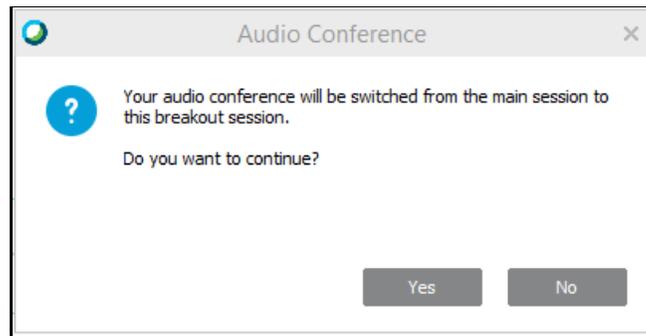
i.

6. When the breakout session portion of the workshop starts, you will receive a message from the breakout presenter to join the breakout. (Not every attendee will be assigned to a breakout session, only a pre-defined list. If you are not assigned to a breakout session, you will only have access to the main session portions of the workshop):



a.

- i. Clicking Yes in the pop up will join you to the breakout session automatically. However, the breakout session audio will not be available until you click Yes in the pop up below:



1.

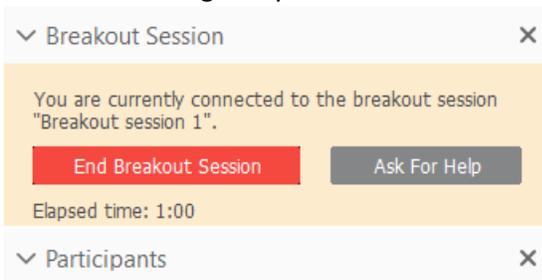
- b. In order to share your screen in the breakout session, you must be first assigned as the presenter by the host. After you are made presenter, clicking the Share menu at the top of the screen will enable you to

share your screen or a specific file. Sharing your screen is recommended if a document will be edited in real time.

- c. The Mute/Unmute function is in a slightly different location in the breakout session. It is no longer next to your name and instead at the bottom of the participant window. You must first click on your name and then the Mute/Unmute button will become active:



- i.
- d. When the breakout session has concluded, the presenter can end the breakout session by clicking the button below and sending everyone back to the main session.



- i.
    1. All breakout participants will have the option to "Leave Breakout Session" instead of the "End Breakout Session" which they can click at any time to return to the main session.
    2. All breakout participants will have the option to "Ask For Help" pictured above. Clicking this will send a message to the Host and a member of the NCO IT Support Staff will reach out to you shortly.

## Frequently Asked Questions

1. Why am I unable to unmute myself?
  - A. You have been muted on entry by the Host and will only be unmuted if you are a panelist or by request. If you wish to unmute, the Host will have to unmute you (email [nco@nitrd.gov](mailto:nco@nitrd.gov) your name with request to be unmuted)
2. Why am I unable to follow the link in the email or download the temporary WebEx Training app?
  - A. WebEx may be blocked by your agency, or you may be connected to a VPN that is blocking WebEx access. Ensure your VPN is not active, and that your agency allows WebEx access. If you are still experiencing issues, please email [nco@nitrd.gov](mailto:nco@nitrd.gov).
3. I am unable to connect to the Webex conference and must dial in using a phone. Will this cause any issues?
  - A. Included in the Webex event invitation is a toll-free dial in and Access Code that you will need to dial into the meeting. If you are speaking, please make sure to take your phone off speakerphone as this negatively affects voice quality. Dial-in-only participants will not be able to view the shared documents displayed on Webex nor will you have the ability to be assigned to any breakout sessions. If you wish to submit any questions, please email them to [sw-heterogeneity@nitrd.gov](mailto:sw-heterogeneity@nitrd.gov).
4. I am a panelist: What additional steps do I need to take to join?
  - A. When joining the meeting (Step 1) please indicate whether you are part of a Panel by placing a "P-" in front of your first name. Also, please indicate your affiliation in parentheses after your last name. You will join as a normal attendee and be promoted by the Host, to panelist when the time comes. Once you're promoted to panelist, you will be unmuted and will be able to turn your camera feed on. Please **remember to mute** when not speaking to avoid disruption.
    - i. If you cannot join the WebEx meeting and can only join the teleconference by calling in, please email the NCO IT team ([nco@nitrd.gov](mailto:nco@nitrd.gov)) to let us know you are calling in, and provide your name and phone number so we can identify you to unmute your microphone if needed.
5. I am an attendee: What additional steps do I need to take to join?
  - A. When joining the meeting (Step 1), please indicate your affiliation in parentheses after your last name. Following the steps listed above will join you into the meeting as a muted attendee. If you wish to unmute, the Host will have to unmute you (email [nco@nitrd.gov](mailto:nco@nitrd.gov) your name with request to be unmuted). As an attendee you will not have the option to turn your camera feed on.
6. I need to share my screen/a document in the WebEx conference. How can I do this?
  - A. In order to share anything in the WebEx conference, you must first be a panelist. Navigate to Share, Share File, and select the file to upload to the WebEx conference.
7. If I advance the loaded presentation, will it advance the slides for everyone in the WebEx?
  - A. No. Only the Presenter will be able to advance the slides on the document loaded into the WebEx. As a panelist or attendee, advancing the slides on your own machine will not affect the presentation being displayed in the WebEx, unless you are the Presenter.
8. How do I ask a question during the panel's Q&A session, since I am muted?

- A. Use the Q&A box, on the right side of your WebEx window, to send your question to the panelists. Please ensure you address your question to “All Panelists” from the dropdown option.
  - i. Alternatively, you can send an email to [sw-heterogeneity@nitrd.gov](mailto:sw-heterogeneity@nitrd.gov) and they will be posted in the Q&A box on your behalf.
  - ii. \*\*\* Disclaimer: Please note that while we appreciate and value your questions, we may not be able to address all the questions during the meeting due to time constraints. \*\*\*
- 9. How will the breakout sessions be facilitated?
  - A. The breakout assignments will be done during the workshop breaks. It is recommended that you do not leave and rejoin the workshop during the breaks as it will complicate the assignment process. If you need to rejoin a breakout or be switched to another breakout session, please send a private message to the host through the chat feature, or email [nco@nitrd.gov](mailto:nco@nitrd.gov) with any questions/requests.
- 10. How can I ask for help while in a breakout session?
  - A. In the top right of your window, you will see an “Ask for Help” button. Clicking this will alert the host that you need assistance and a member of the NCO IT Support Staff will reach out shortly. You can also send an email to [nco@nitrd.gov](mailto:nco@nitrd.gov)