ENERGY MARKET AUTHORITY
Smart Energy, Sustainable Future

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

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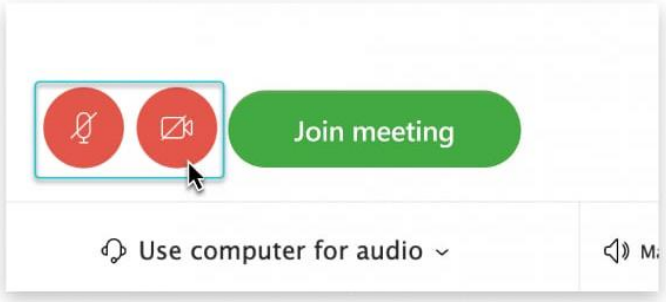
- **Ensure compatibility.** It is recommended that participants use a PC / laptop and download the Cisco Webex Meeting Application for a smoother experience. Visit https://www.webex.com/downloads.html to download the application.
- **Check your internet speed.** Use a Local Area Network (LAN) cable for 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 ” when joining the meeting. You will see when your microphone is muted.



JOINING THE MEETING

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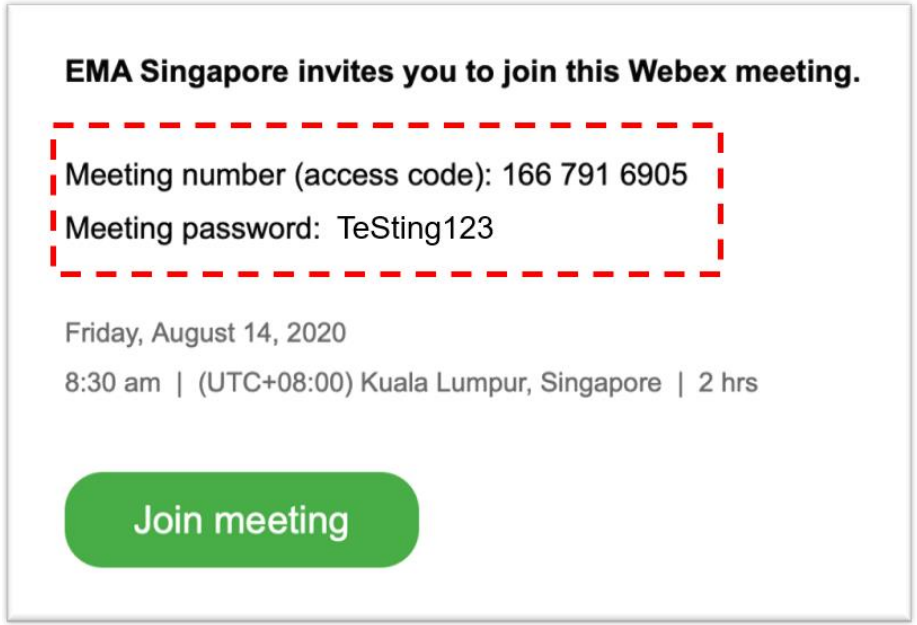
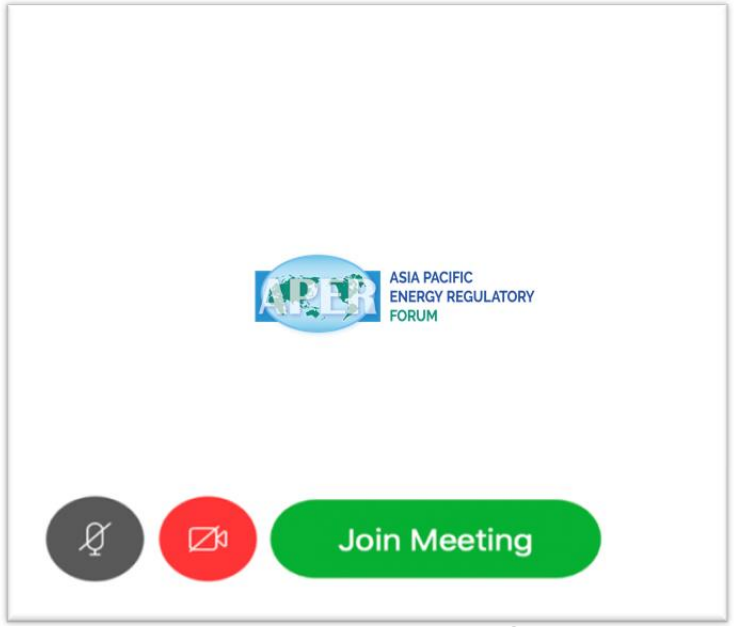
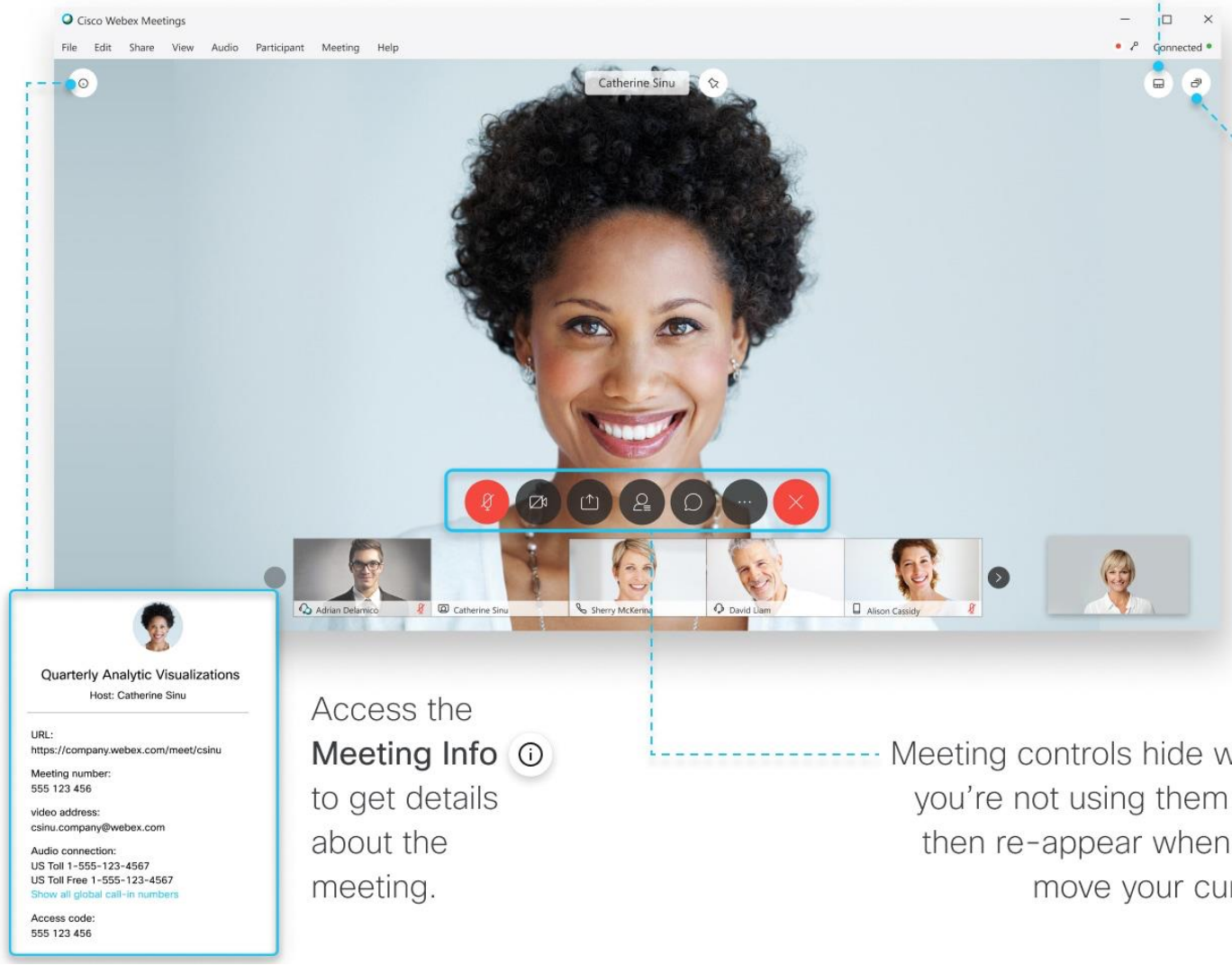
- Open your email invite to find the meeting details and click "**Join Meeting**".
- Please note that the meeting room will be **opened 30 minutes** ahead of the starting time.





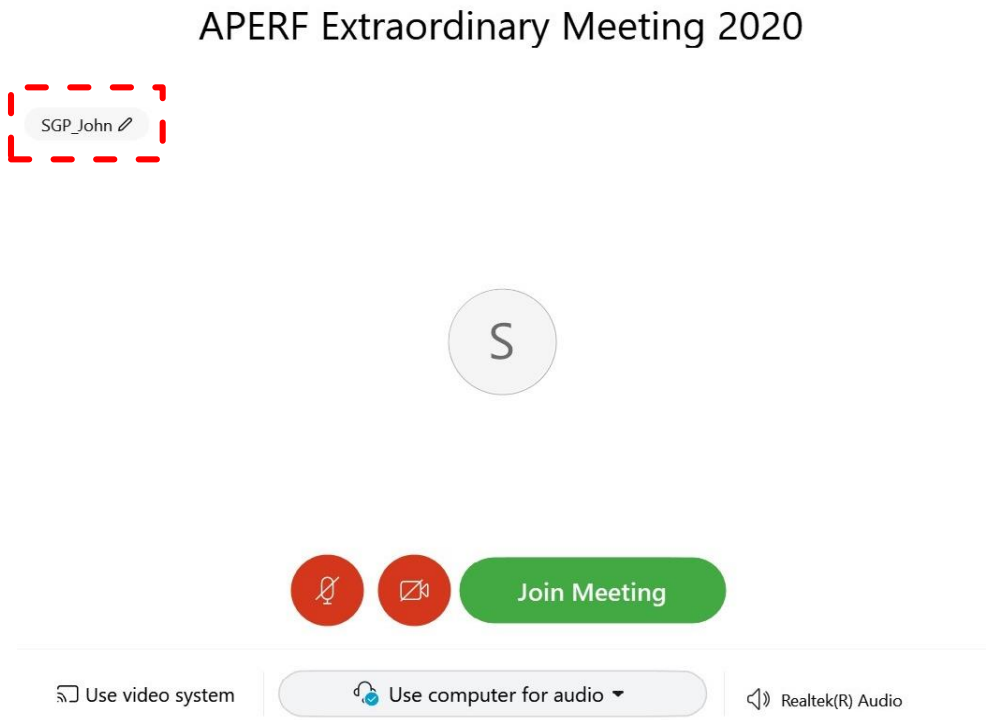
CISCO WEBEX MEETINGS INTERFACE



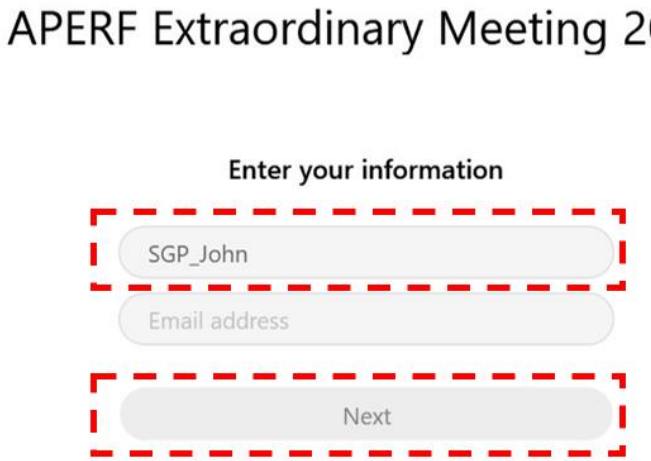
CHANGING NAME DISPLAYED

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.



NAME DISPLAYED

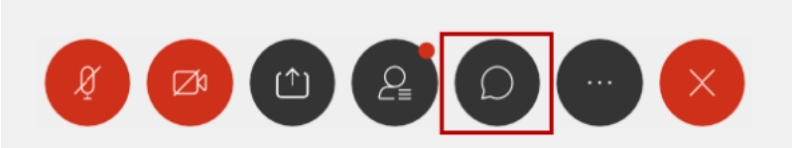
- Update the name displayed as following: ‘Abbreviation of country name, <your name>’. E.g. (SGP, John)
- Refer to table below for the abbreviation of country name:

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”*.

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.

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_TEOW_From.TP@ema.gov.sg).