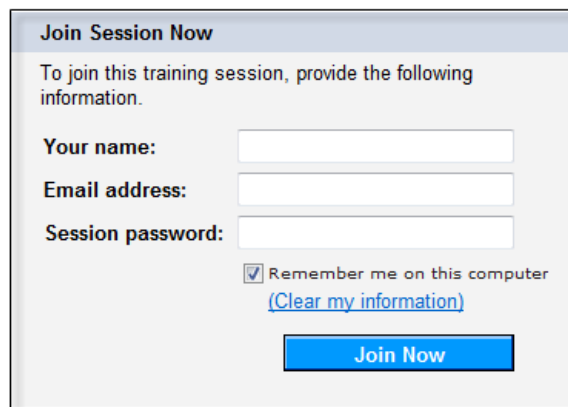# Instructions for Attending Brainstorming Sessions using WebEx

WebEx[1] is the tool the USPTO uses to hold interactive training sessions

1. Select the link for the Brainstorming Session you would like to attend – links can be found along the Agenda on the Summit webpage at their appropriate times.
2. Log into the WebEx meeting with your full name and email address to facilitate Brainstorming Session set up.
3. For all the Brainstorming Sessions, **the Session password is 12345**. Then click "Join Now". You will then be in the visual portion of the Brainstorming Session for your chosen Proposal.

4. To be connected to the audio portion of the Brainstorming Session, follow the prompts to have WebEx call you:

5. If the above window is not immediately apparent when you join the visual portion, select "Audio" from the dropdown menus at the top left and select Audio Conference.
6. Input a 10-digit phone number (i.e., 703-555-6000; not available for International numbers) so that WebEx can call you. Click "Call Me". When you answer the WebEx phone call, you will need to "Press 1 to be placed into the conference".

You should now be connected visually and with audio to fully participate in your Brainstorming Session.

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[1]*WebEx Footnote*   WebEx is not compatible with all Mac operating systems. If you would like to confirm that your computer is compatible with WebEx prior to attending the Brainstorming sessions, you can join a test meeting using the link: http://www.webex.com/test-meeting.html
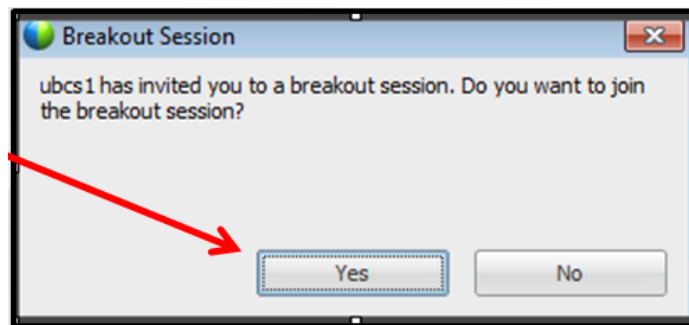
Welcome to Your Brainstorming Session

Your **Brainstorming Session Host** will be monitoring the session. Use the **Chat function** in WebEx at any time during the session to message the Host if you are having technical difficulties. If your WebEx default view is not displaying a Chat window in the lower right, see the upper right corner to open a Chat.

Your **Brainstorming Session Presenter** will welcome you to the session and discuss logistics for your entry into the breakout room to brainstorm on your chosen Proposal with other attendees and with the aid of a Facilitator.
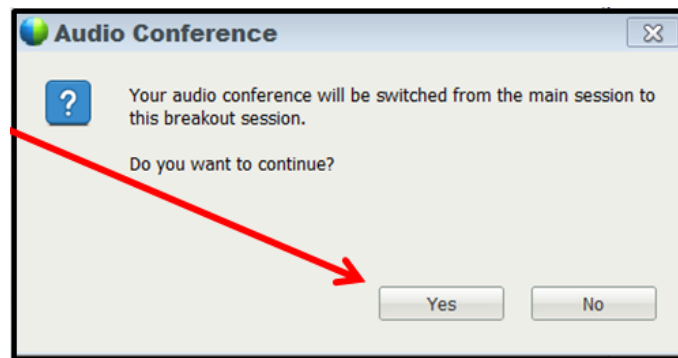
Your **Brainstorming Breakout Facilitator** will remain in your breakout room to ensure that the group in the breakout room is discussing the appropriate brainstorming questions for the chosen Proposal. On a shared screen, the Facilitator will also take notes on the group's ideas during the breakout to be sure all ideas from your group are represented accurately. Upon completion of your Brainstorming Session, these ideas will be sent into the Summit room to be included in the Brainstorming Report Out.

Breakout Instructions

When the Presenter begins the Breakout Session, you will see a pop-up window asking you to join the breakout session. **Click "Yes"**. This changes the visual portion of the session only.

You will then see a second pop-up window asking you to switch your audio from the main session to this breakout session. **Click "Yes"**. This changes the audio portion of the session.

You will now be placed into your Breakout Session to fully participate in the Brainstorming session on your chosen Proposal along with other attendees and your Facilitator. Thank you for participating!

Upon completion of your Brainstorming session, please return to the livestream event.