

GUIDELINES FOR REMOTE PARTICIPANTS

How to connect



You will need the meeting link sent by the organiser.

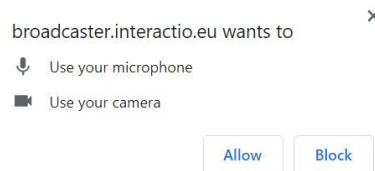
On Windows, MacOS and Android, use Google Chrome (preferably in incognito mode).

On iOS, use Safari.

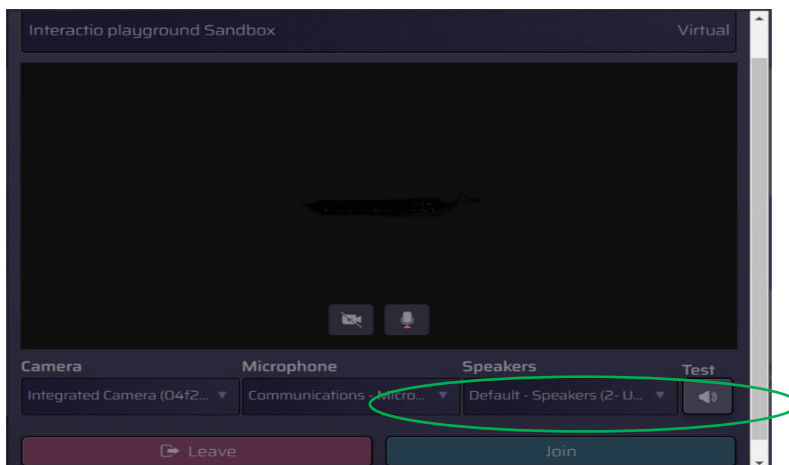
1. Open the link sent by the organiser: e.g. <https://panel.interactio.io/join/xxxxxx> Enter your email address, first name, last name and click on “Continue”. During the meeting, you will be identified with the information you enter here:



Click on “**Allow**” to allow access to your microphone and camera.



2. Choose your peripherals (microphone, camera, loudspeaker) from the options displayed, and run a test/preview. Please use an external uni-directional microphone or a wired headset. Avoid smartphone earplugs or laptop integrated micro.



For a more complete test before the actual meeting, try the link:

<https://troubleshooter.interactio.io/>

It will verify the overall status of network and devices.

3. Click on “Join” to join the meeting. You are now connected.

During the meeting

Make sure you select the right meeting devices while connecting:

If you need to change your devices after you have connected to the meeting, you can do so by clicking on the button SETTINGS at the top left of the page.



You can select your preferred camera, microphone and speaker from the list. After selecting your preferred device(s), you may need to **refresh** the page for the changes to take effect. The meeting manager is able to detect your devices; if problems arise (s)he may suggest changing your devices remotely.

Set the meeting video layout (optional):

At the beginning of the meeting, the Meeting Manager may advise you about the options for the active videos layout. In the lower left corner, three buttons define how the video feeds from the meeting will be displayed on your screen. You can choose between the “Speaking Participant” layout, the “Pinned Participant” layout and the “Mosaic” layout. If you are presenting at the meeting, the “Presentation” layout becomes active by default.

The full screen

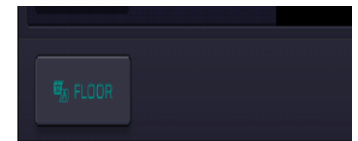


button is located at the bottom right.



Select meeting language:

Select your preferred language for the meeting from the button on the **bottom left** of the screen. You can choose between the original language (Floor) and the various languages for which interpretation is provided (EN, FR, DE ...).



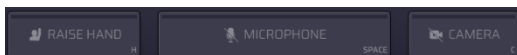
During the meeting - if you wish to speak or chat

- Click on  to let the Meeting Manager know that you would like to take the floor.

- Make sure that you have selected the correct microphone (from the SETTINGS button).

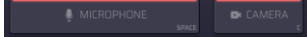


- The MICROPHONE and CAMERA buttons control whether your audio and/or video are activated:




When you are given the floor, MICRO and CAMERA buttons turn **blue**.



Click on MICROPHONE and the buttons turn **red**  **You can now speak and you are visible!**

- For the benefit of the other participants and the interpreters, keep your camera activated (**red**) while you have the floor.

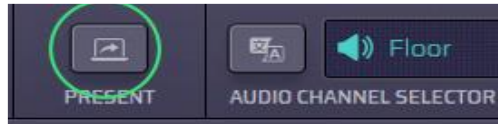
If there are any technical issues with your picture or sound the meeting manager will ask you to turn your camera off or will do so remotely. When you have finished speaking, click on MICROPHONE again to mute your microphone (**blue**).

- In order to convey your message clearly to the other participants and to the interpreters, please speak at a natural pace, remembering to pause as you would normally do during a meeting in person, and avoid simply reading out texts. Repeat or clarify your main message if you experience any interference or if the connection cuts out.
- If the chat function has been enabled for your meeting, the 'Chat' button  on the top right will open a Chat box on the bottom right side of the screen. You can chat with all participants, or with a single participant of your choice. You can use the @ sign to address multiple participants.

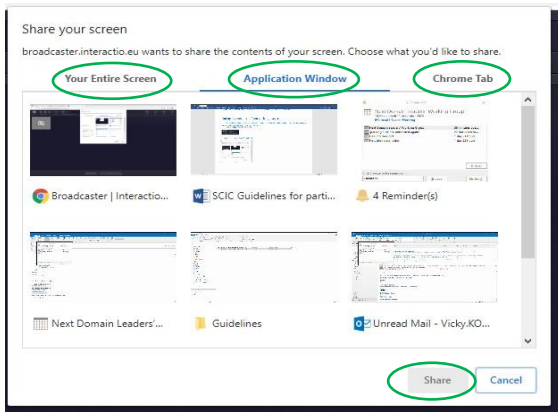
During the meeting - if you wish to present:

You need to have been given the floor, so the MICROPHONE button should already be red (see previous section).

Click on the 'PRESENT' button on top



On the window that opens, select from the various options and finish by clicking on Share.



If you have to present Powerpoint slides, do the following:

- First open the presentation
- Then follow the steps to present and select entire screen
- Then switch your presentation into slideshow mode

Interpretation

Please bear in mind that the quality of the transmission, and therefore of the interpretation, can be affected by noise, interference, or internet traffic. Interpretation is intended to facilitate communication and does not constitute an authentic record of the proceedings. The interpreters would like to advise that if at any moment the sound quality is insufficient for interpretation purposes, regrettably interpretation may need to be stopped.

Given potential problems arising from IT connections, the European Commission/DG SCIC cannot be held responsible for the accuracy of the interpretation services provided or for the technical problems related to said IT connections and their consequences.

