



 Interactio

# Speaker Guidelines



## Audio recommendations

Follow the recommendations below to improve the audio quality for both participants and interpreters.

- Use a wired **headset** to prevent echo effects and other sound distortions.
  - **Please note:** Earbuds can cause audio issues.
- Keep **background noise** to a minimum as it may impact the interpreter's understanding.
- Speak **slowly** and **clearly**. Allow for pauses, for example, when moving to the next slide or sentence so that interpreters can keep up.
- Speak one person at a time.
- **Show yourself** in your video display to monitor your facial expression.
- We recommend joining the meeting **using your computer** as audio quality on mobile devices may not be ideal.

**Please note:** the recommendations above apply to any simultaneously interpreted event. They aim to improve the quality of the interpretation and, therefore, the success of the event itself. Sticking to these recommendations will help interpreters perform their job, ensuring your message reaches the target.



## Before you begin

- **Network connection** - Connect to ethernet or to a stable Wi-Fi (if possible, make sure your device is the only one connected to your network).
- **Internet browser** - For the best experience, join the event using the latest Google Chrome web browser.
- **Troubleshooter** - You can use the Interactio troubleshooter to check your internet connection and audio/video devices before joining the event.

**Please note:** You cannot access the troubleshooter if you use a VPN, a Proxy server, or the like.

## How to log in

1. Click the **meeting link** provided by the event organizer or shared in the event invitation email.
  - Alternatively, copy the link, open the browser and paste the link into the address bar (and hit **Enter**).
2. Enter the required details (for example, your name, email address, organization, or other) and click **Continue**.

**Please Note:** If you are trying to connect to our platform for the first time, we will ask you to agree to our Privacy Notice.

ENTER YOUR DETAILS

Required info from you for this event

Email

Lastname

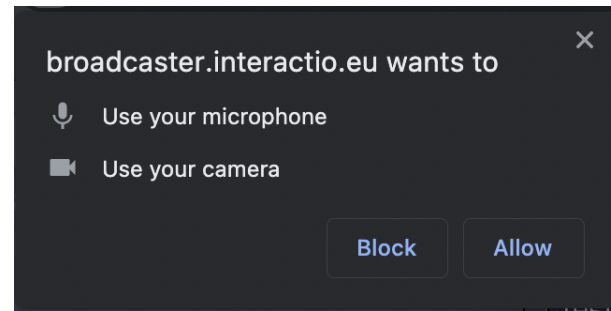
Firstname

Remember my details for future events

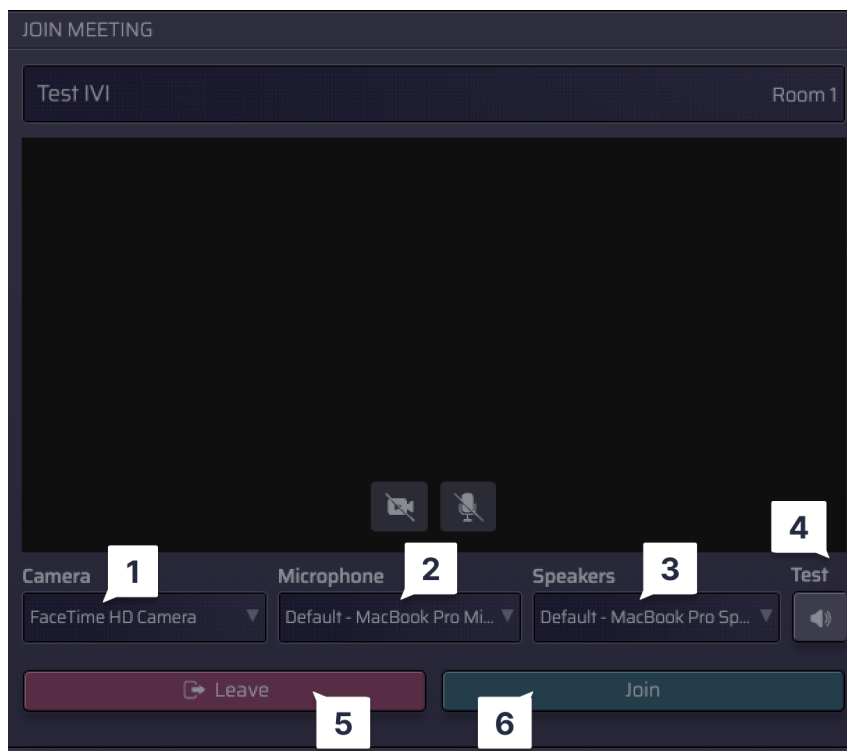
Continue



3. **Allow** your browser to access your Microphone and Camera.



## Self-preview & select and test your devices



Select your:

- 1 Camera
- 2 Microphone (outgoing audio device)
- 3 Speakers (incoming audio device)

Click to:

- 4 Test your devices
- 5 Leave the meeting
- 6 Join the meeting



## Speaker Interface Features



- 1 Click **Settings** to select your audio/video devices and adjust the settings at any time during the event.
- 2 Click **Present** to share your screen with the rest of the participants. You can do that only when you are speaking (status: live).
- 3 **Event name**
- 4 **Room name**
- 5 Click **Users** to open the speakers' list (or close it if it's open). Here you can see the list of speakers and their presence status. At the bottom of the list, you can see the total number of speakers, viewers, and speakers with raised hands.
  - You can send a private chat message to another speaker from the speakers' list by clicking their name and selecting the chat option.
  - You can notify another participant of your direct message by mentioning them: enter '@' followed by the name of the participant.



6 Click **Polls** to take part in a live poll or simply view previous poll results. When the poll is ready, it will appear on your dashboard.

7 Click **Chat** to communicate with the meeting moderator or other speakers.

**Please note:** you can also send a direct chat message to another speaker from the speakers' list: just click the **Users** button, select the speaker you want to text to, left-click and click **chat**.

- To notify another participant of your direct message: enter '@' followed by the name of the participant

8 Click **Files** to download files shared by the meeting moderator or other speakers.

- Click **Upload file** to send your file to the meeting participants.

9 Switch between different **Video modes**:

- Active speaker (Star view)
- Pinned
- Gallery
- Presentation (available when someone is sharing their screen)

10 Click the **Audio Channel Selector** button to access the list of available languages and select the one you want to listen to.

11 Click the **Raise Hand** button to inform the moderator that you would like to speak. Once the moderator allows you to speak, your microphone will turn BLUE.

**Please note:** You still need to click the **Microphone** button before starting to speak.

12 Click the **Microphone** button to speak.

**Please note:** You need to be unmuted by the moderator. If you are, the **Microphone** button will turn **blue**.

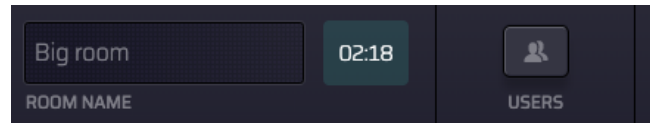
- Click the **Microphone** button before starting to speak (the button will turn **blue**, and then **red** when you start speaking, indicating that you are live).
- Click again the **Microphone** button to mute yourself (the button will turn **gray**, indicating that you are muted).



- 13 Click the **Camera** button to activate your camera.<sup>1</sup>
- 14 Click to enter **Fullscreen**.
- 15 Click **Logout** to leave the event (once it ends or whenever you want).

Additionally, you may also see a timer or a stopwatch next to the **Room name**:

**Timer:** the time counts down from the preset value

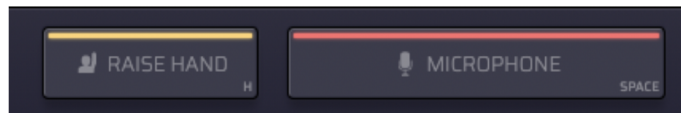


**Stopwatch:** the time counts up from 0

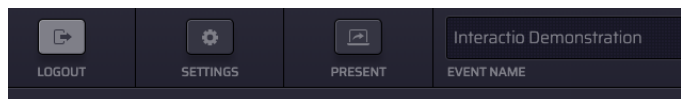


### How to share your screen as a participant

1. Make sure that the moderator has opened your microphone. If not, raise your hand.



2. When the microphone is open (the button has turned **red**), click on the **Present** button in the upper left-hand corner.



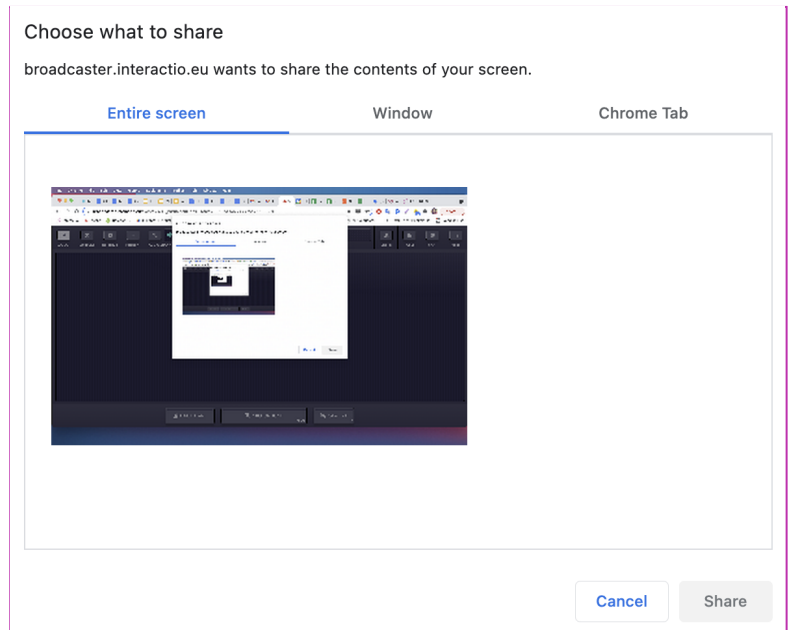
<sup>1</sup> In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone



3. Select what you want to share among the following options:

- the entire screen
- an application window
- a browser tab

4. Click the image and click **Share**.



## Technical support

If you require any technical support during the meeting, contact the moderator or the dedicated technician.