Online Participant Guidelines
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 as a registered participant

- If you are invited to an event by the organizer, you should receive an Interactio invitation to your email. Click the Participant Console link in that email.

  **Please note:** The sender of this email is Interactio (noreply@interactio.io).

---

You are invited to participate in **Meeting** at **City, Country**.

- **Meeting** (October 11, 2022 at 11:00 AM - 12:00 PM GMT+3)

To participate, please follow this link: Participant Desk
● Since you do not have an account yet, you will be directed to the user registration page.

![User registration form]

● After registering successfully, you will be directed to the Interactio Login page. Please enter your new credentials and click Log in.

**Note:** If you have an account created already, you can go straight to Interactio Login page ([https://un.interactio.com](https://un.interactio.com)) and log in to your meeting.

![Login page]

2
After logging in, you will first have to select the meeting you want to participate in. All online meetings available on that day will be opened 20 minutes prior to the start.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28</td>
<td>17:00</td>
<td>ED UNEP &amp; ES INC observers briefing</td>
</tr>
<tr>
<td>May 30</td>
<td>10:00</td>
<td>Plastic Pollution INC-2: Contact Group 1</td>
</tr>
<tr>
<td>May 30</td>
<td>10:00</td>
<td>Plastic Pollution INC-2: Contact Group 2</td>
</tr>
</tbody>
</table>

Logout  Continue
Self-preview & select and test your devices

Select your:
1. Speakers (incoming audio device)

Click to:
2. Test your devices
3. Leave the meeting
4. Join the meeting
Interface Features

1. **Event name**
2. **Room name**
3. 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.
4. Click **Logout** to leave the event (once it ends or whenever you want).

**Technical support**

If you require any support during the meeting, contact the event organizer or reach out to vipsupport@interactio.io