



 Interactio

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).



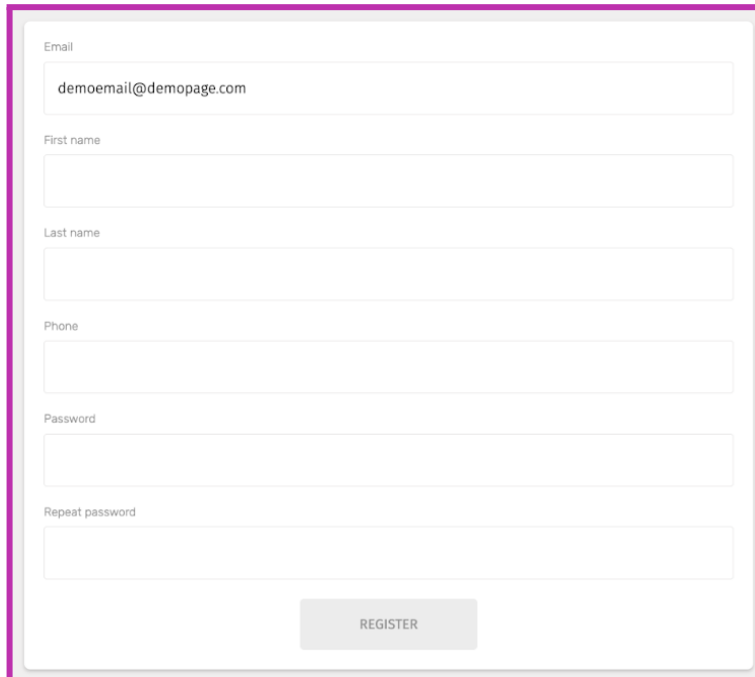
You are invited to participate in **Meeting** at **City, Country**.

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

To participate, please follow this link: [Participant Desk](#)



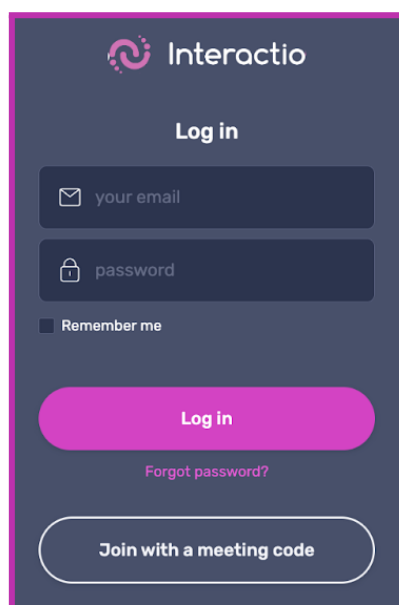
- Since you do not have an account yet, you will be directed to the user registration page.



A registration form with the following fields: Email (pre-filled with demoemail@demopage.com), First name, Last name, Phone, Password, and Repeat password. A REGISTER button is located at the bottom center.

- 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>) and log in to your meeting.



The Interactio login page features the logo at the top, followed by the title "Log in". It includes input fields for "your email" and "password", a "Remember me" checkbox, a prominent "Log in" button, a "Forgot password?" link, and a "Join with a meeting code" button at the bottom.



- 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.

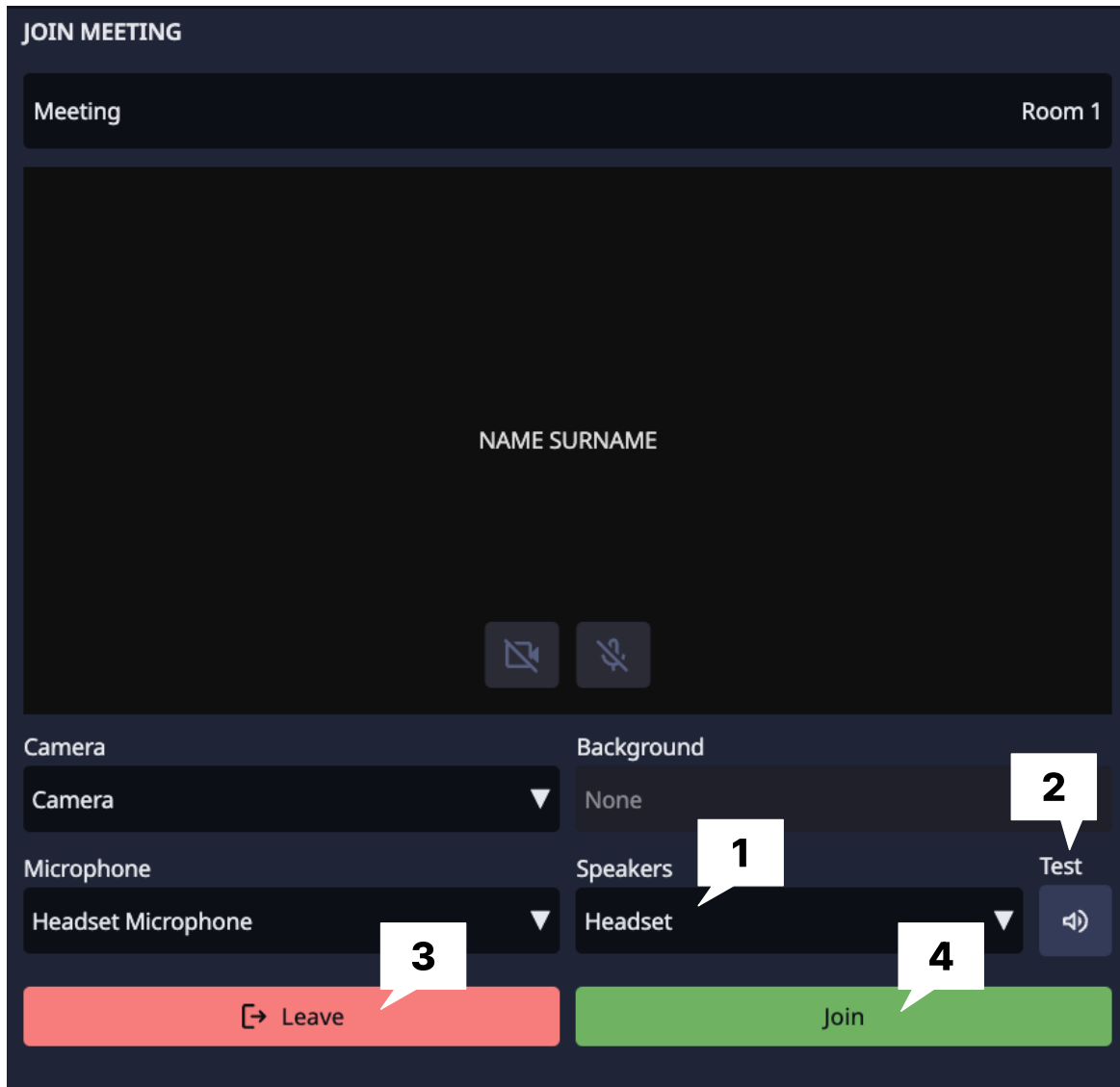
SELECT EVENT

May28	17:00	ED UNEP & ES INC observers briefing
May30	10:00	Plastic Pollution INC-2: Contact Group 1
May30	10:00	Plastic Pollution INC-2: Contact Group 2

[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