

# GUIDANCE FOR REMOTE SPEAKERS

## Before the meeting

### What will you need:

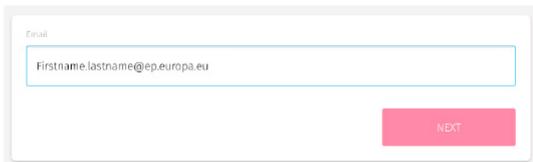
1. Preferably a desktop or a laptop computer with a cable connection
2. A high quality echo cancelling microphone
3. A link to the meeting from the organiser



### How to connect

On Windows, macOS and Android, please use **Google Chrome**.  
On iOS, please use **Safari**.

1. Open the link sent by the organiser : e.g. <https://panel.interactio.io/join/xxxxxx>
2. Enter your email address, click “next”; then your first name and your last name, click “let’s go”.

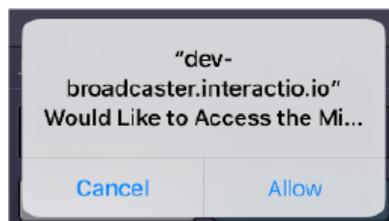
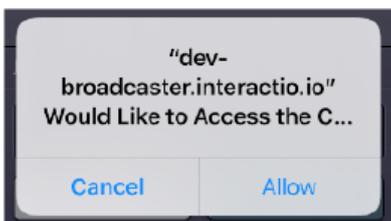


Email  
Firstname.lastname@ep.europa.eu  
NEXT

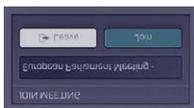


Firstname  
Last Name  
LASTNAME  
LET'S GO

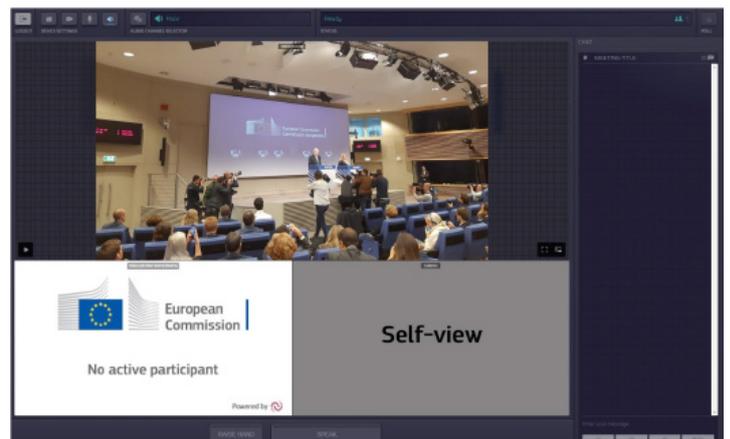
3. Click “allow” twice to allow access to your microphone and camera when promoted.



4. Click on “join” to join the meeting.



You are now connected:



# During the meeting

## If you are listening:

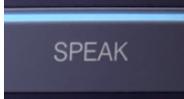
- Select your preferred language for the meeting from the Audio channel selector. You have the choice between the original language (Floor) or the languages for which interpretation is provided (EN, FR, DE ...).



- You have the possibility to introduce written comments in the Chat box on the right side of the screen.

## If you want to speak:

- Click on  to let the moderator know that you would like to speak.

- When given the floor, click on the  to switch your camera and your microphone on. The speak button lights up when activated.

# Recommended equipment for remote speakers

## Computer

Preferably a desktop or a laptop computer with a cable connection to your modem. If using an iPad, please make sure that your iPad has a **stable internet connection**. Ideally, it should be the only device connected to your WiFi. Your iPad should be **fully charged**. Remember to switch off all sound notifications.

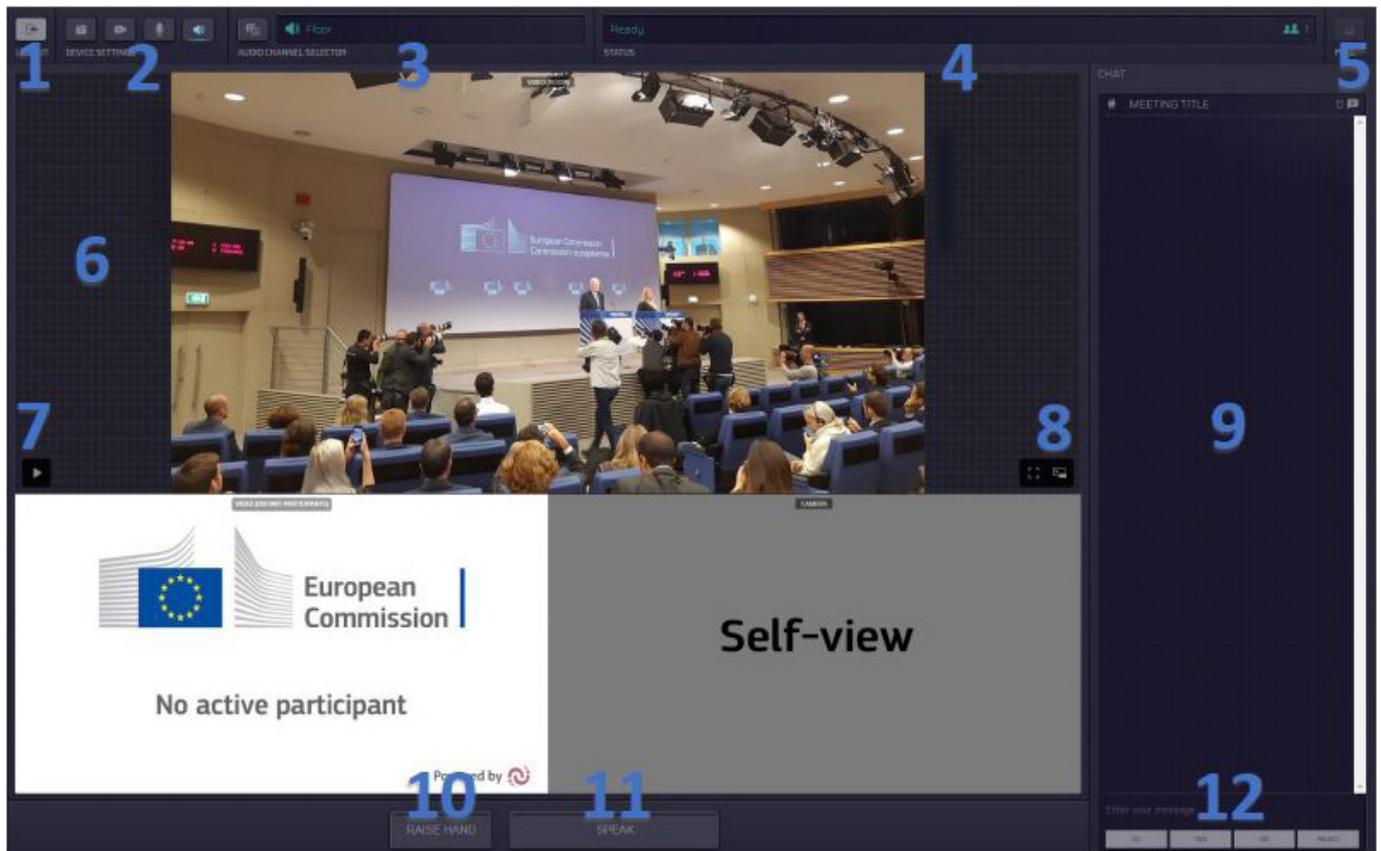
## Camera and image

In order to be clearly visible, please sit 50-70 cm from the camera and look into it when speaking. Try to choose a neutral background and adequate lighting, for instance, avoid strong light sources behind you such as a window.

## Microphone and sound

To ensure appropriate sound quality, please use a high quality echo-cancelling microphone. If possible, use a headset with a built-in microphone. Do not use wireless headphones such as AirPods. Ventilation, heating or air conditioning should be switched off or set to minimum. Try to be as far away as possible from these sources of noise pollution. Close all windows and doors. Keep your mobile phone switched off or placed far away.

# Participant's interface



#	Component	Description
1	Logout	To leave the meeting.
2	Device settings	To share your screen and select your camera and your microphone and listening devices.
3	Language selection	To select between the floor and the available language channels.
4	Your status	<u>Ready</u> : you have joined the meeting; your devices <sup>2</sup> have been set up. <u>Hand raised</u> : you raised your hand <sup>10</sup> and the moderator sees that you would like to speak. <u>Microphone open</u> : the moderator has allowed you to speak. You can simply press [SPEAK] <sup>11</sup> and start speaking. <u>Live</u> : you are currently streaming your video (camera or screen) and audio.
5	Poll	To see poll results when available.
6	Video streams	To view the meeting room, the active distant participant and your own image. Clicking on the image of the meeting room or the active distant participant switches them.
7	Play/Stop video stream	To activate / deactivate the video stream (e.g. to save bandwidth).
8	Full screen & Video stream undock	To go full screen. To undock the video stream (e.g. to move it to another screen).
9	Chat room	To see all written communication between the moderator and the participants.
10	Raise Hand	To raise your hand and let the moderator know that you would like to speak.
11	Speak	To activate your video and audio streams and start speaking.
12	Send a message	To type your message and send it. Useful pre-set messages are also available.