



Meetecho Guide for Participants

Register



- You have to register for the meeting to join Meetecho:
 - <https://ripe87.ripe.net/attend/register/>
- Closer to the meeting, you will receive **an email with a unique URL** that you can use to join a session anytime during the meeting week.

REGISTER FOR THE
MEETING

Internet Connection and Web Browser

- Internet connection:
 - The expected bandwidth usage is between 1 Mbit and 2 Mbits
- There is no client to install.
- You can use any desktop WebRTC-enabled web browser.
- Please do not use Safari to run Meetecho as some features might not work.

Enter the Platform

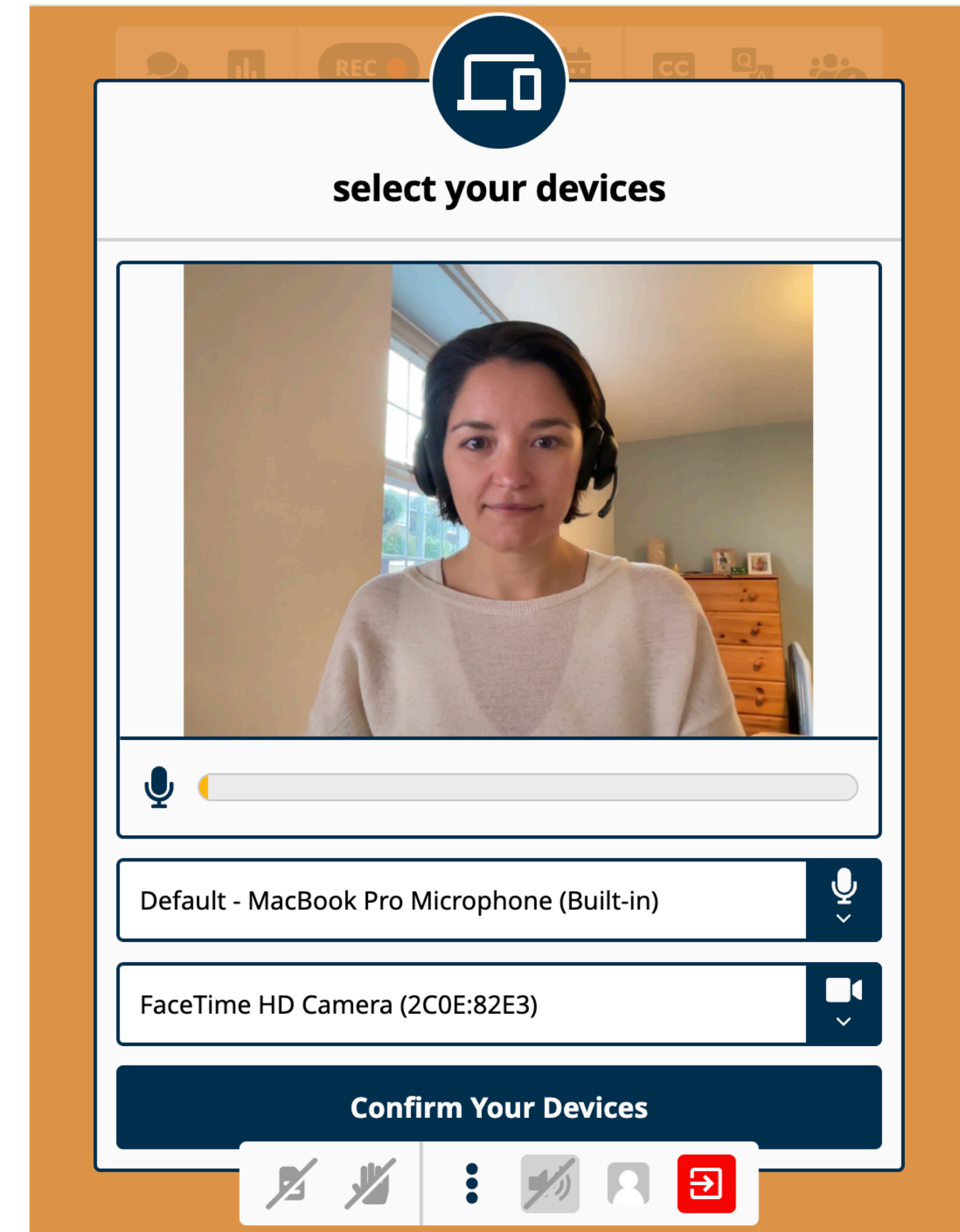


- By clicking on your **unique link**, you can enter the platform as a 'Participant'
- On the landing page, type in the name you entered during registration.
- You'll then be asked to do a pre-flight test of your camera and mic.

Camera and Mic



- Select your mic and camera devices.
- You should see your own video and a bar will move if your microphone is capturing your voice.
- You can change the input devices by using the drop down menus.





How to use Meetecho

General Controls



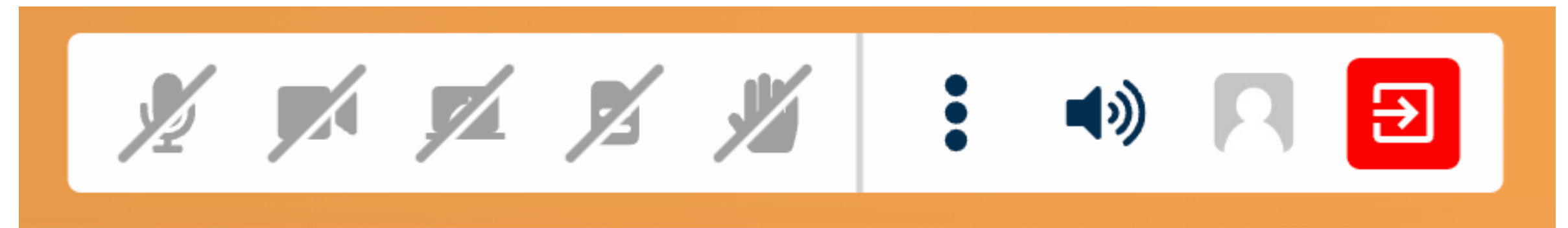
- General session controls appear in the middle of the top window.
- From left to right:
 - Chat
 - Poll
 - Recording indicator
 - Agenda
 - Transcription
 - Q&A
 - Participant list



Media Sharing Controls



- The bottom panel has the media sharing controls
- From left to right:
 - Send audio
 - Send video
 - Request to share screen
 - Share pre-loaded slides
 - Join queue
 - More tools
 - Volume
 - Preferences (switch theme, select a different device)
 - Leave room



Sending Video and Audio



- When sending video and audio, the icon will turn **green**.
- To stop sending video or audio, click the icon again.



Roles in Meetecho



Participant

All RIPE Meeting attendees



Host

The RIPE Meeting Tech Team



Chair

The Session Chairs



Speaker

Anyone presenting at the meeting

A Participant can



Participant

All RIPE Meeting attendees

- View the presentations
- View the live transcription
- Use the chat (and send direct messages)
- Join the queue to ask questions using the microphone and video
- Ask questions in writing using the Q&A
- Participate in polls

The Host Can



Host

The RIPE Meeting
Tech Team

- Use audio/video
- Promote Participants to Chair
- Promote Participants to Speaker
- Start poll
- Start a countdown

The Chair Can



- Use audio/video
- Share screen/pre-uploaded slides
- Open polls
- Promote Participants to Speaker
- Start countdowns

Chair

The Session Chairs

The Speaker Can



- Use Audio/Video
- Share screen/pre-uploaded slides
- Start polls

Speaker

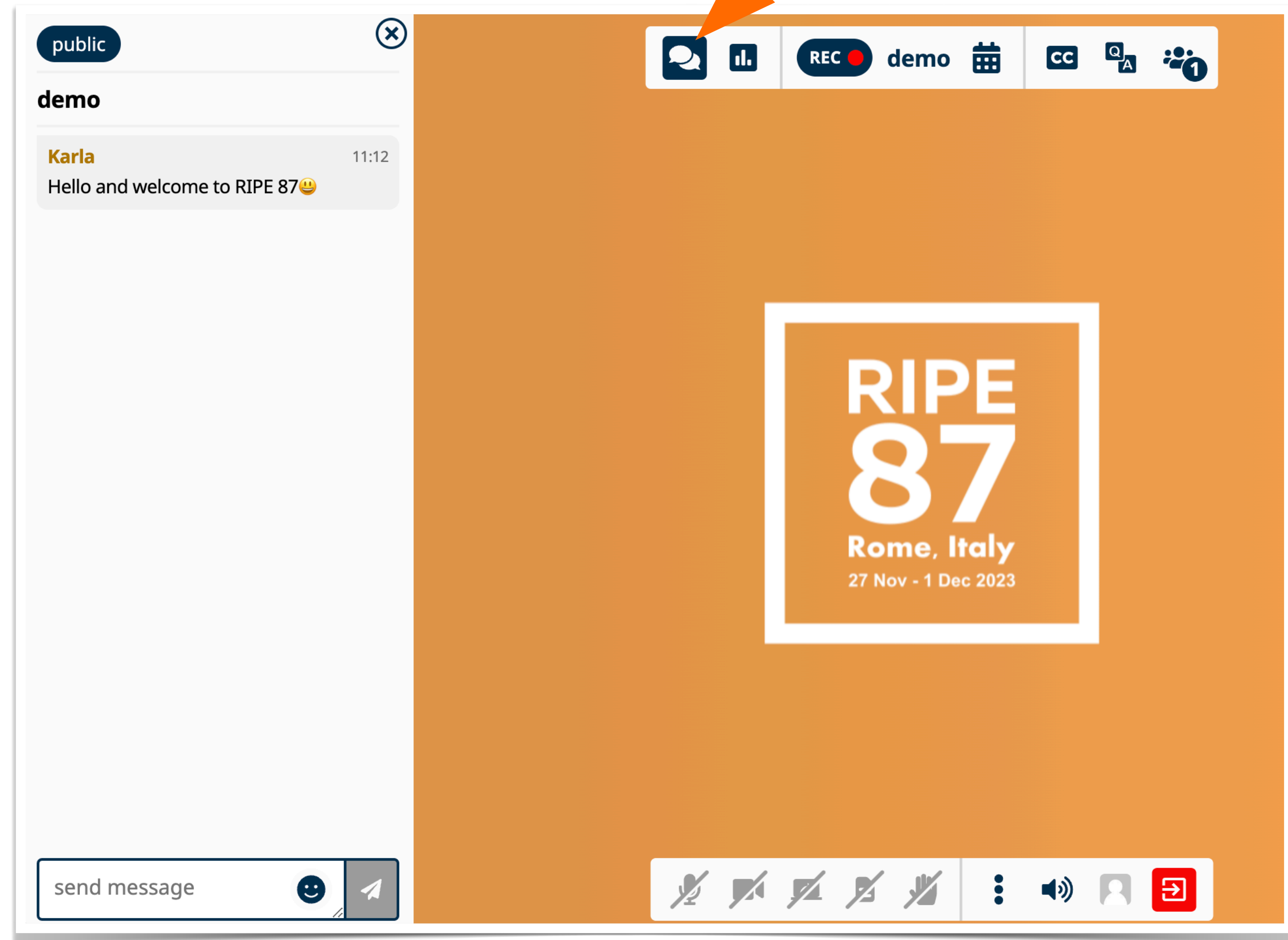
Anyone presenting
at the meeting



What You Can Do in Meetecho

Chatting

- Use the chat icon to open the group chat window.
- You can also chat privately with individual participants:
 - Roll over the name in the participant list and click the speech bubble.



Q&A



- Participants can ask written questions by clicking the Q&A icon.
- Virtual mic: Request the floor by clicking on the microphone or camera icon. The session chair will grant you audio and video at the right moment so you can ask your question and/or make a comment. In both cases the Chair will moderate the order of the questions.
- For written questions, the chair will make sure that the questions are read out loud.
- In both cases, the speaker can answer the questions live.

ASK YOUR QUESTION ⓧ

your affiliation

write your question here

Send Question

Polls



- The chairs, hosts and speakers can start and end polls.
- The poll will appear in a left-hand window
- Poll results will be shown at the bottom of the same window.

START A VIRTUAL POLL

What do you like about RIPE 8

35
default duration (if not set) is 35s

allow multiple responses

options

The presentations X

Meeting people X

The food X

X

Starting a poll



Poll results

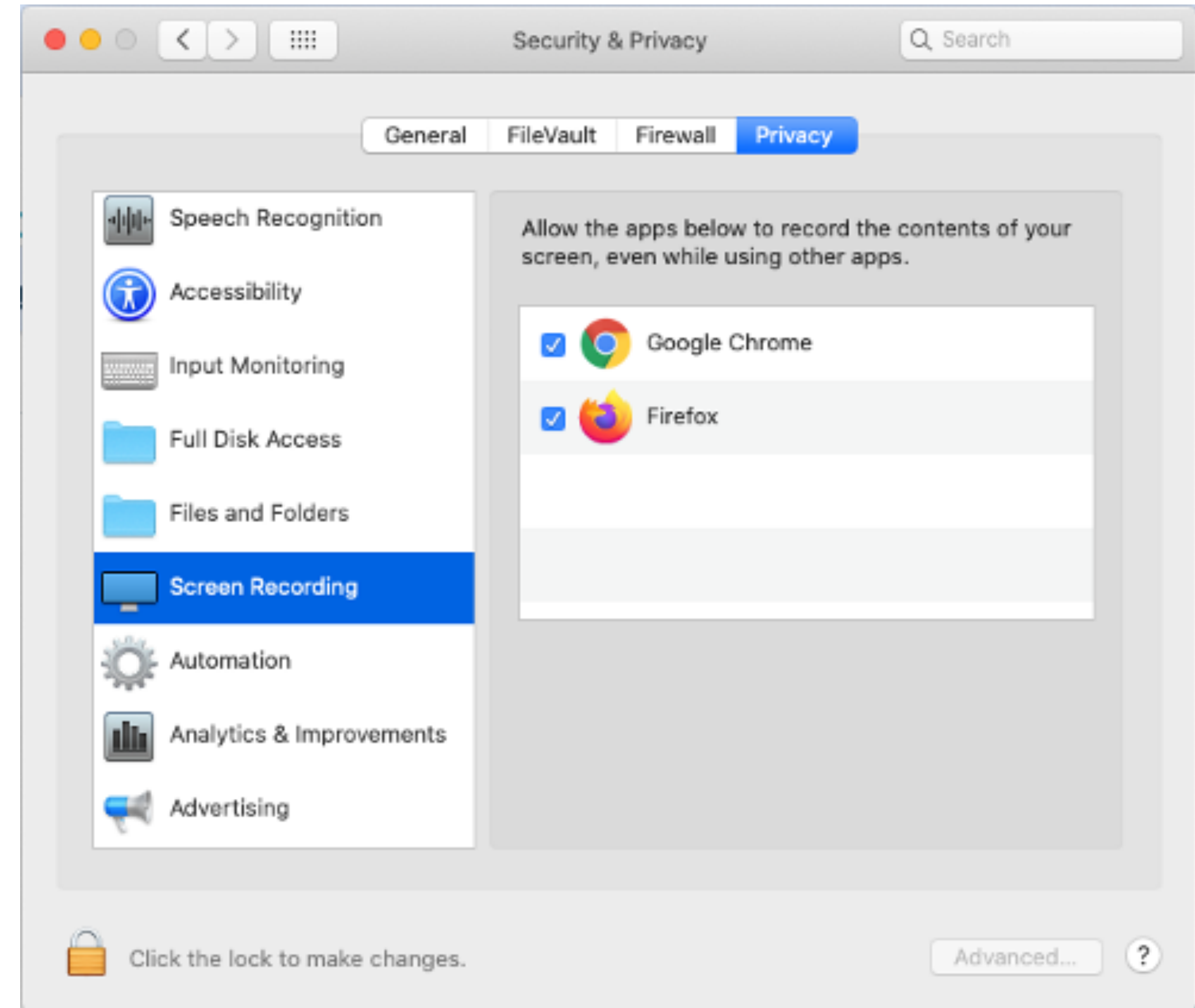


Troubleshooting

Screen sharing



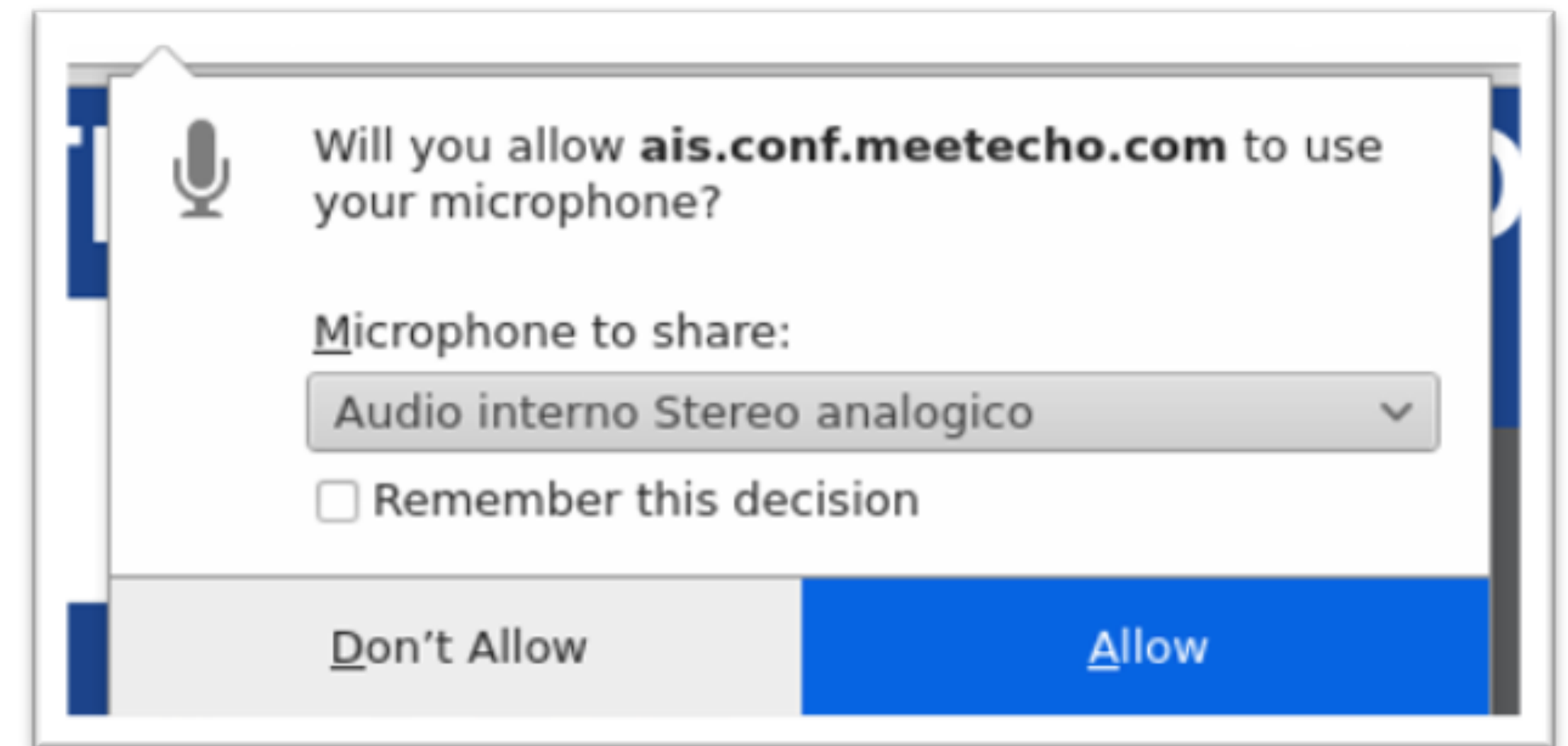
- To enable screen sharing in macOS ≥ 10.15 using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used.
- This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording



Sending Audio/Video



- If you have trouble sending your audio/video, please make sure that you granted permission to the browser to access your capture devices:
- If you have trouble receiving audio or video, make sure you don't have any browser extensions that may interfere with HTML5 `<audio>` and `<video>` elements playing.



Web Browser



- Some known issues:
 - Safari only permits sharing the entire screen and not particular application windows.
 - Privacy and adblocker browser extensions and add-ons can block audio and video feeds.
 - The user interface is not optimised for mobile devices (i.e., phones, tablets).

Changing your photo



- The profile picture displayed in Meetecho is taken from the Gravatar service based on the email used during the registration process (if available).
- If you want to change the picture and/or remove it, you will have to do that in Gravatar directly.



Questions



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