



 Interactio

Speaker Guidelines



Speaker recommendations (audio quality)

Dear speaker,

To ensure good audio quality for all participants and interpreters, we present you with a list of recommendations. We trust you to make sure you follow each of these crucial instructions:

- Use a headset (your voice should be heard loud and clear, and echo prevented at all costs). Please note that earbuds can damage the audio temporarily in case of an audio spike; therefore, it is best to have an over-the-ear headset
- Have no background noise (it is distracting for interpreters)
- Speak slowly and make pauses (in between slides, sentences, and thoughts so that interpreters could catch up)
- Speak one person at a time
- Always have a video of yourself (it helps to see your emotions)
- Do not connect to the meeting from your phone, as the audio quality is usually unacceptable to work with.

Please note these instructions are commonly advised for every simultaneously interpreted event, and they help ensure the high quality and success of both the interpretation and the overall event. Most importantly, by following these instructions, you make sure that your speech is interpreted correctly and, therefore, your message reaches the target.

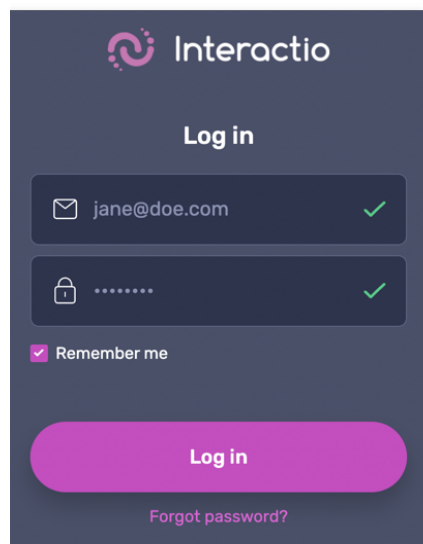


Before you begin

1. **Network connection** - Connect to ethernet or stable Wi-Fi (if possible, make sure your device is the only one connected to that network).
2. **Internet browser** - For the best experience, join the event using the latest Google Chrome web browser in an Incognito/private mode.¹
3. **Troubleshooter** - Use the Interactio troubleshooter to check your internet connectivity and computer audio/video devices before joining the event.²

How to log in

- Click on the event link provided by the event organizer or shared in the event invitation email
- Alternatively, copy the link, open the browser and enter the copied link
- Enter requested details (e.g., your name, email address, organization, or other) and press **Continue**

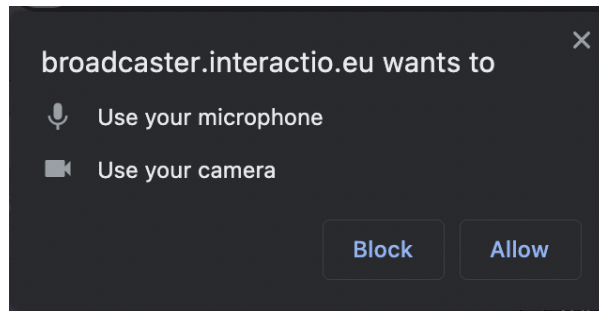


¹ You can open Incognito mode on Chrome by pressing Ctrl+Shift+N (on Windows) or Command+Shift+N (on macOS).

² Troubleshooter.interactio.io will not work on restricted internet (VPN, Proxy, etc.).

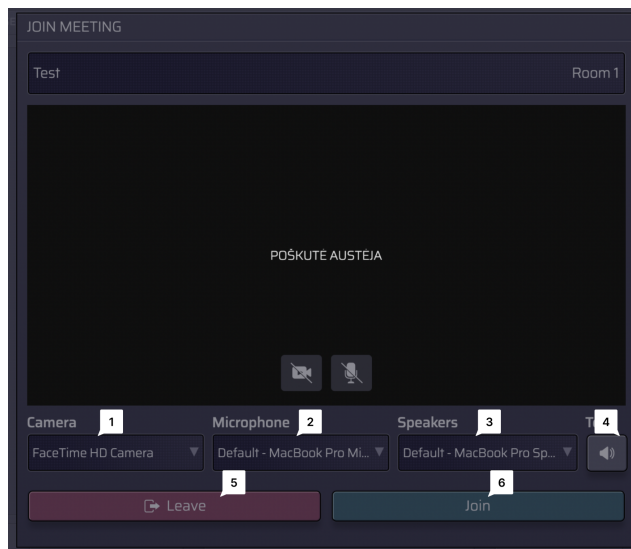


- **Allow** your browser to access your Microphone and Camera



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

Select devices on the self-preview step



Select your:

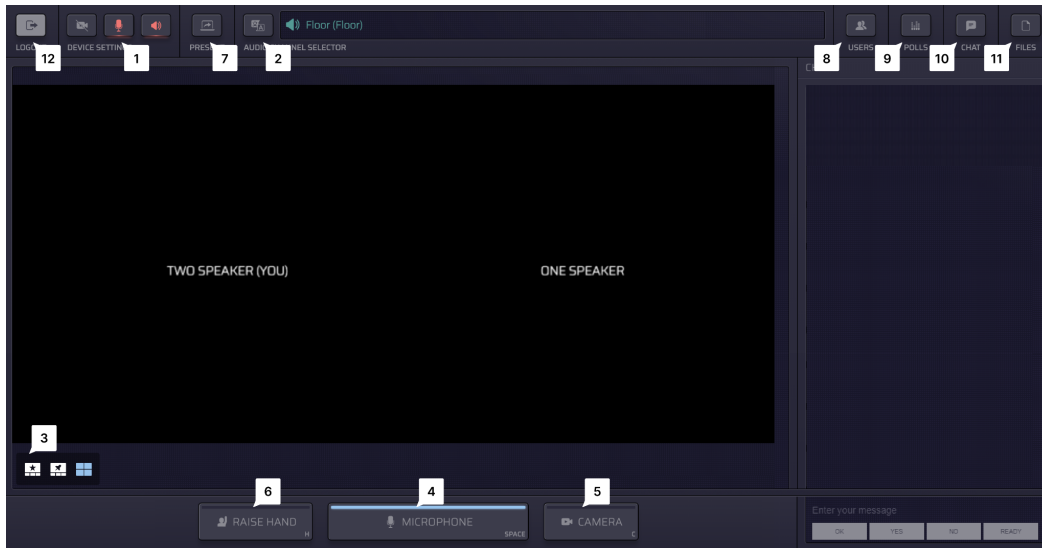
- 1 Camera
- 2 Microphone (outgoing audio device)
- 3 Speakers (incoming audio device)

Press to:

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



Speaker Interface Features



1 Press **Settings** to select your audio/video devices and adjust the settings at any time during the event.

2 See what **Languages** are available and select your preferred one.

3 Switch between different **video modes**:

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

4 Press the **Microphone** button to speak:

- If you are given the right to speak, the Microphone button will turn BLUE.
- Press the Microphone button to start speaking (the button will turn RED, indicating that you are currently live)
- Press the Microphone button again to mute yourself (the button will turn GREY, indicating that you are muted)

5 Press the **Camera** button to activate your camera.³

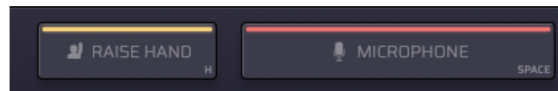
³ In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone



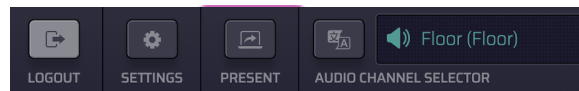
- 6 Press the **Raise Hand** button to inform the moderator that you would like to speak.
Once the moderator allows you to speak, your microphone will turn BLUE, and you'll need to press the Microphone button to start speaking.
- 7 Share your screen (**Present**) with the rest of the participants. You can do that only when you are speaking (status: live).

How to share your screen as a participant:

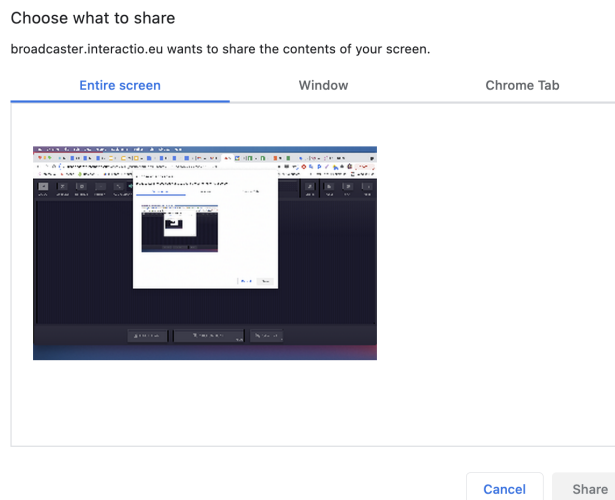
1. Make sure that the moderator has opened your microphone. If not, raise your hand:



2. When the microphone is open (the button will turn RED), click on the **Present** button on the top left-hand corner:



3. Select if you want to share the entire screen, Application window, or the Internet Browser tab:



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



8 Press **Users** to open or hide the speaker list.

Here you can see the list of speakers and their statuses. At the bottom of the list, you can view the total number of speakers, viewers, and speakers with raised hands.

- Send a direct chat message by clicking on the speaker and selecting the chat option
- Use '@' to mention a specific user, so they get notified about your message

9 Participate in the live **Poll** or simply view all previous poll results. When the poll is ready, it will appear on your dashboard.

10 Use **Chat** to communicate with the meeting moderator or other speakers.

- You can also send a direct chat message to the selected speaker in the speaker list: click the "Users" button, choose the speaker, click the left mouse button and click CHAT
- Use '@' to mention a specific user, so they get notified about your message

11 Download **Files** sent to you by the meeting moderator or other speakers.

Press 'Upload file' on the bottom of the page to send your file to the meeting participants.

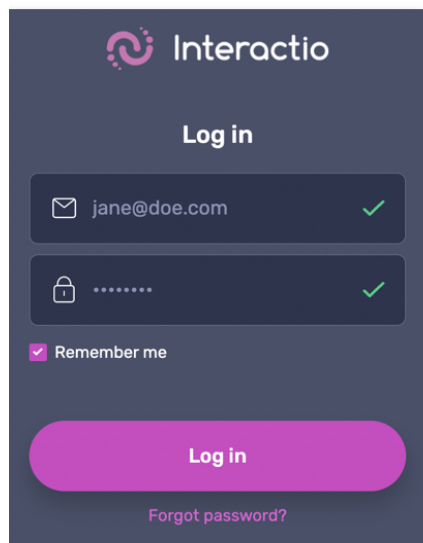
12 **Logout** once the event ends.



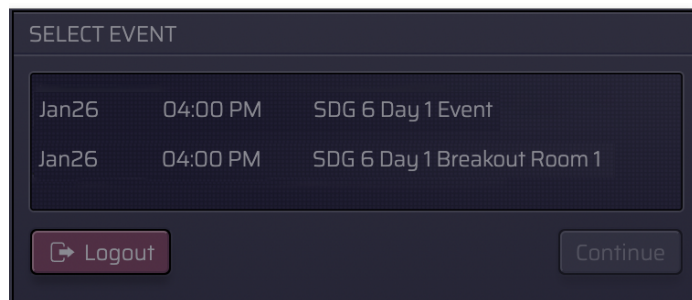
Navigating between multilingual breakout rooms

The following instructions explain how to join events and navigate between breakout rooms.

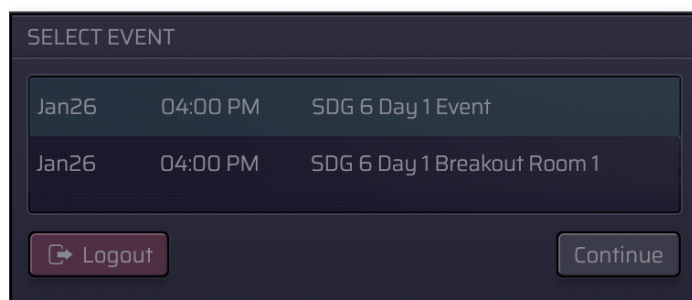
1. Go to broadcaster.interactio.eu and log in with your email and password. Tick the **Remember my details for future event** box to avoid having to type your details each time you join an event or access a multilingual breakout room.



2. After clicking **Continue**, you will find your events list displaying the events you have been invited to. Your events list may also include breakout rooms.

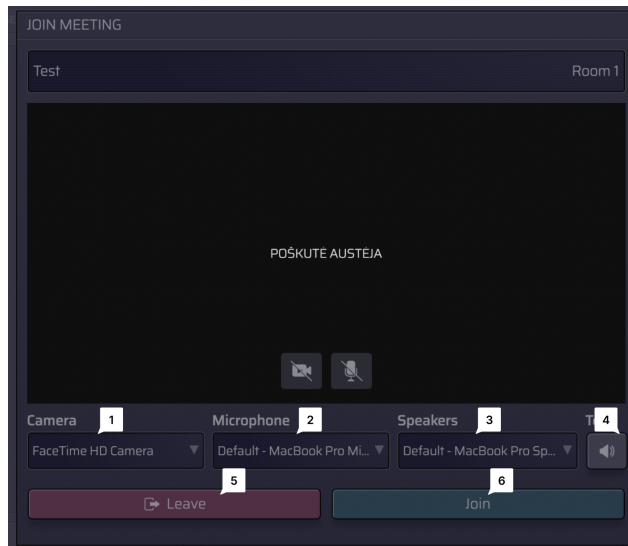


3. To join the main event, select it from the list, and click **Continue**.

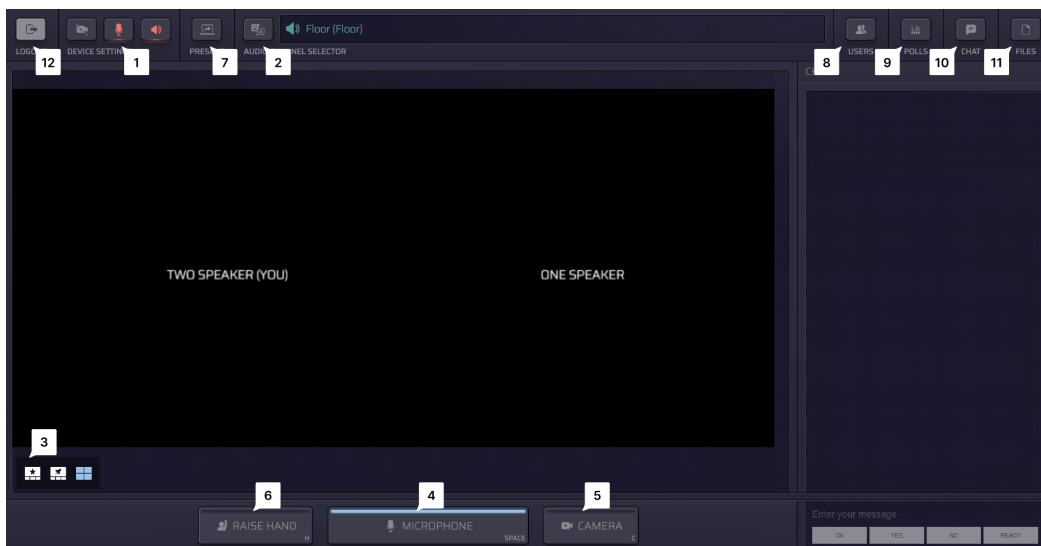




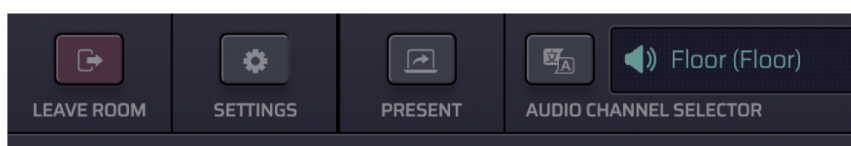
- You will now reach the self-preview page. Here, you can select or change your Camera, Microphone, and Speaker devices. When ready, click **Join** to access the live event. (Find feature descriptions on page 3)



- At this point, you will access the main event in the participant console. (Find feature descriptions on page 4)



- When you have to join a breakout room, leave the main event by clicking **LEAVE ROOM** in the upper left corner of the participant console.





- You will go back to the login page.

ENTER YOUR DETAILS

Required info from you for this event

Email

Lastname

Firstname

Remember my details for future events

Continue

7. Log in and you will access your events list again.

SELECT EVENT

Jan26	04:00 PM	SDG 6 Day 1 Event
Jan26	04:00 PM	SDG 6 Day 1 Breakout Room 1

Logout Continue

8. Select your event – in this case, the **breakout room** – and click **Continue**.

SELECT EVENT

Jan26	04:00 PM	SDG 6 Day 1 Event
Jan26	04:00 PM	SDG 6 Day 1 Breakout Room 1

Logout Continue



- At this point, you will access the breakout room.



Technical support

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