



Interactio

Speaker Guidelines



Audio recommendations

Follow the recommendations below to improve the audio quality for both participants and interpreters.

- Use a wired **headset** to prevent echo effects and other sound distortions.
 - **Please note:** Earbuds can cause audio issues.
- Keep **background noise** to a minimum, as it may impact the interpreter's understanding.
- Speak **slowly** and **clearly**. Allow for pauses, for example, when moving to the next slide or sentence so interpreters can keep up.
- Speak one person at a time.
- **Show yourself** in your video display to monitor your facial expression.
- We recommend joining the meeting **using your computer** as audio quality on mobile devices may not be ideal.

Please note: the recommendations above apply to any simultaneously interpreted event. They aim to improve the quality of the interpretation and, therefore, the success of the event itself. Sticking to these recommendations will help interpreters perform their job, ensuring your message reaches the target.



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

You can access the Interactio participant console in two ways:

- Join as an unregistered participant.
- Log in as a registered participant if you received an email with an invitation to join the meeting.

Join as an unregistered participant

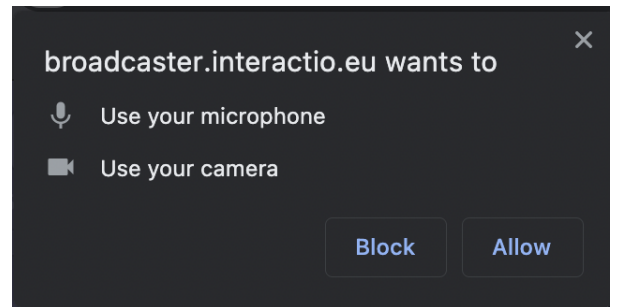
1. Click the **meeting link** provided by the event organizer or shared in the event invitation email.
 - a. Alternatively, copy the link, open the browser, and paste the link into the address bar (and hit **Enter**).
2. Enter the required details (for example, your name, email address, organization, or other) and click **Continue**.

The screenshot shows a dark-themed form titled "Enter your details". It contains three input fields: "Email *", "First name *", and "Last name *". Each field has a placeholder text: "Enter your email", "Enter your first name", and "Enter your last name" respectively. Below the fields is a checkbox labeled "Remember my details for future meetings". At the bottom of the form is a blue button labeled "Continue".



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

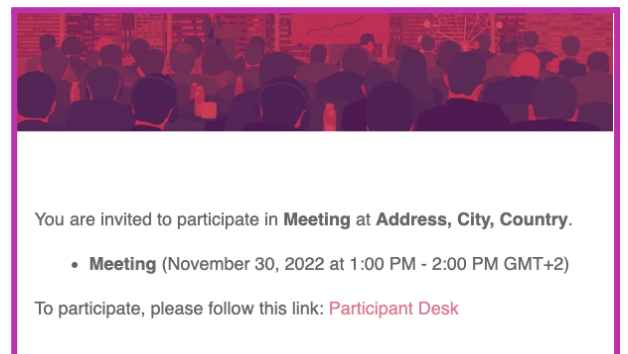
3. **Allow** your browser to access your Microphone and Camera.



Log in as a registered participant

1. In case you do not have an Interactio participant account created yet, click on the **Participant Desk** link in the email.

Please note: If you have an Interactio account created already, you can go to <https://un.interactio.com>, enter your account details, and log in to the meeting.



2. You will be directed to the user registration page. Fill in the required fields and press **Register**.

Email
email.name@mail.com

First name
[input field]

Last name
[input field]

Phone
[input field]

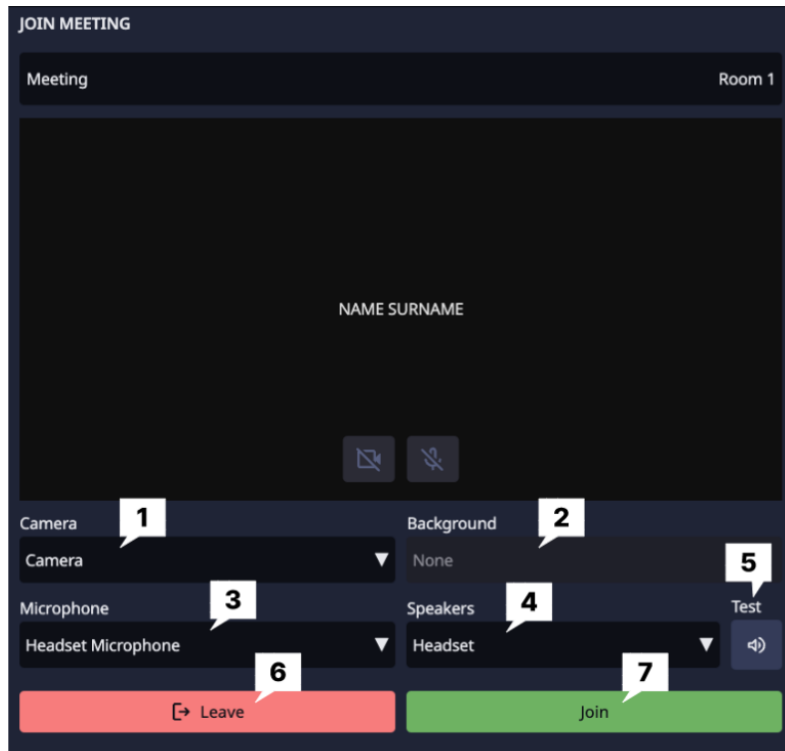
Password
[input field]

Repeat password
[input field]

REGISTER



Self-preview & select and test your devices



Select your:

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

Click to:

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



Speaker 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.
 - You can send a private chat message to another speaker from the speakers' list by clicking their name and selecting the **Chat** option.
 - You can notify another participant of your direct message by mentioning them: enter '@' followed by the name of the participant and your message.
- 4 Click **Chat** to communicate with the meeting moderator or other speakers.

Please note: By clicking on the name of the chat, you will access the menu, where all your direct chats will be displayed.

 - To mention a participant in any chat: enter '@' followed by their name and your message.



5 Click the **Menu** button to access other functions like **Files**, **Polls**, **Report an issue** and **Multimedia**.

Please note: Depending on the access given by the organizer, you might see less functions than listed here.

5.1 Click **Files** to download files shared by the meeting moderator or other speakers. Click **Upload** to send your file to the meeting participants.

5.2 Click **Polls** to participate in a live poll or simply view previous poll results. When the poll is ready, a notification will appear on your video screen.

5.3 In case you experience an issue that does not require immediate help, you can report it here. The report will be saved for our future platform improvements.

5.4 Click the **Multimedia** button to share a video with other meeting participants. Just upload your video, hover over it, and press the play button.

Please note: In order to play the video, your microphone has to be **blue** or **red**.

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

7 Click **Logout** to leave the event (once it ends or whenever you want).

8 Switch between different **Video modes**:

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

9 Click the **Floor** button to access the list of available languages and select the one you want to listen to.

10 Click 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**.

Please note: You still need to click the **Microphone** button before you start speaking.



11 Click the **Microphone** button to speak.

Please note: Access to your microphone has to be granted by the moderator. If it is granted, the **Microphone** button will turn **blue**.

- Click the **blue Microphone** button before starting to speak (the button will turn **red**, indicating that you are live).
- Click the **Microphone** button again to mute yourself (the button will turn **blue**, indicating that you are muted).

12 Click the **Camera** button to deactivate your camera.¹

13 Click **Present** to share your screen with the rest of the participants. You can do that only when you are speaking (status: live).

14 Click to enter **Fullscreen**.

Please note: Depending on how the organizer sets up the meeting, you might see fewer functions or buttons than you see here.

Additionally, you may also see a timer or a stopwatch next to the **Room name**:

Timer: the time counts down from the preset value



Stopwatch: the time counts up from 0



How to share your screen

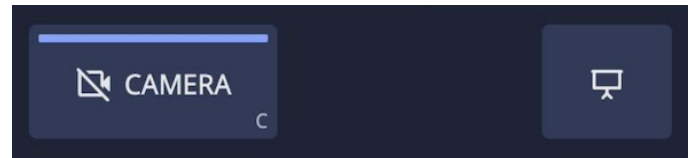
1. Make sure that the moderator has opened your microphone. If not, raise your hand to request it.



¹ In the Single Speak button mode, speakers will have a single button that controls both the camera and microphone



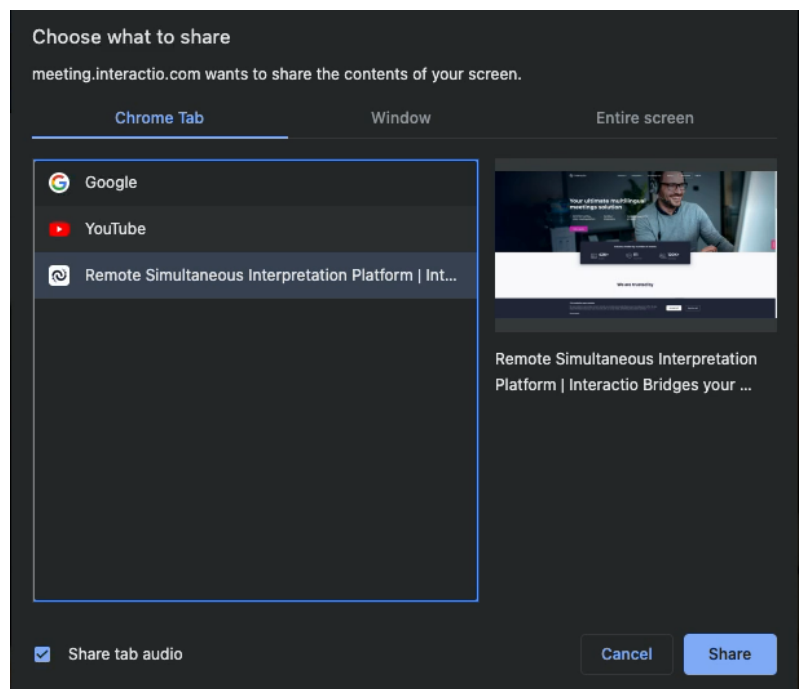
2. When the microphone is open or live (the button has turned **blue** or **red**), click the **Present** button in the bottom right-hand corner (next to the **Camera** button).



3. Select what you want to share among the following options:

- a browser tab
- an application window
- the entire screen

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



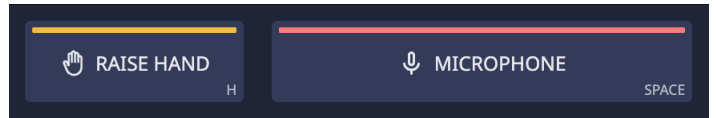
5. Once you have finished your presentation, click the same **Present** button again to stop sharing your screen.



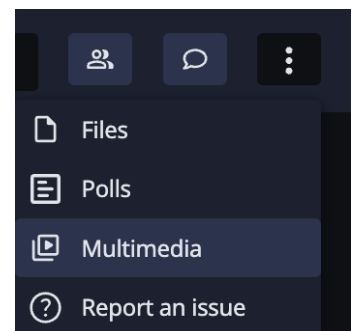
How to share a video with audio

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

You can only share a video when your microphone is open or live .(the button has turned **blue** or **red**)

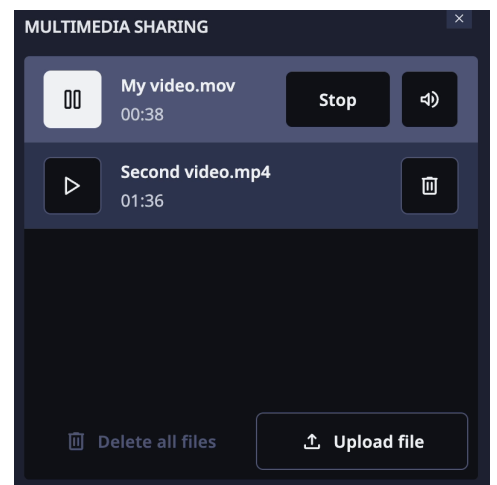


2. When the microphone is open or live (the button has turned **blue** or **red**), click the **Present** button in the bottom right-hand corner (next to the **Camera** button).



3. Click the **Upload file** button to upload your video. Once it is uploaded you can:

- Play the video
- Pause the video
- Stop sharing the video
- Mute the video
- Delete the video



Technical support

If you require any support during the meeting, contact the event organizer or the dedicated technician.