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**Meetecho Platform User Guide for Participants
at
<https://ais.conf.meetecho.com/conference/?group=ais21#>**



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**(1) How to join AIS'21
Meetecho Platform?**

Internet Connection

- Only the hosts (AIS'21 Staff), Session Chairs and Speakers are expected to share their screens
- All other participants are expected to send audio only.
- For these reasons, the expected bandwidth usage is expected to be between 1 Mbit/s and 2 Mbit/s

Web Browser

- There is no designated client
- You can use any desktop WebRTC-enabled 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)
- WebRTC does not allow screen sharing to be performed from mobile browsers

System Settings

- 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



System preferences setting required to enable screen sharing in macOS 10.15 (not applicable to earlier versions of macOS)

Unique Link & Log in

- You need to already have been registered for the meeting to join the AIS'21 Meetecho platform
- If you are registered, you will receive an email with a unique URL that you can use to join a session anytime during the meeting week
- When you join a session, a pre-flight session will appear where you can select your mic and webcam devices. Check if they are working!



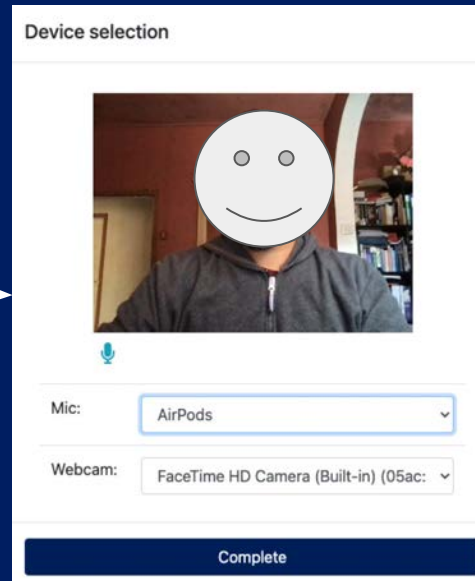
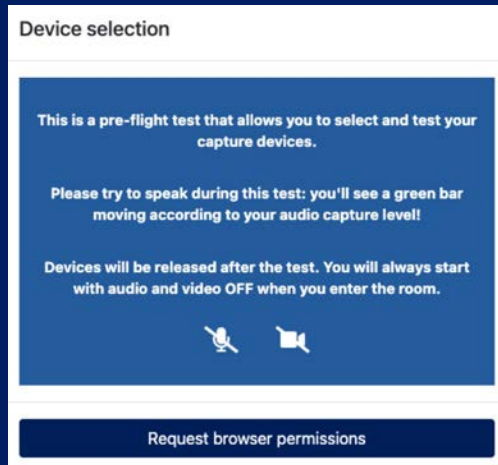
token

OR

Please enter a nickname

Unique Link & Log in

- When you join a session, a pre-flight session will appear where you can select your mic and webcam devices. Check if they are working!



You should see your own video and a green bar will move if your microphone is capturing your voice



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(2) Your Role in Meetecho

Your Name & Role

- Your name and role will appear in the upper left-hand corner of the Meetecho window
- You will always enter the session as 'Participant'
- Your profile picture in Meetecho is taken from the [Gravatar](#) service based on the email used during the registration process (if available). If you prefer not to display your avatar in Meetecho, please turn it off on Gravatar.

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Role in Meetecho



Host

The AIS'21 Meeting Team



Chair

AIS'21 Session Chairs



Speaker

Anyone confirmed to present during AIS'21 Meeting

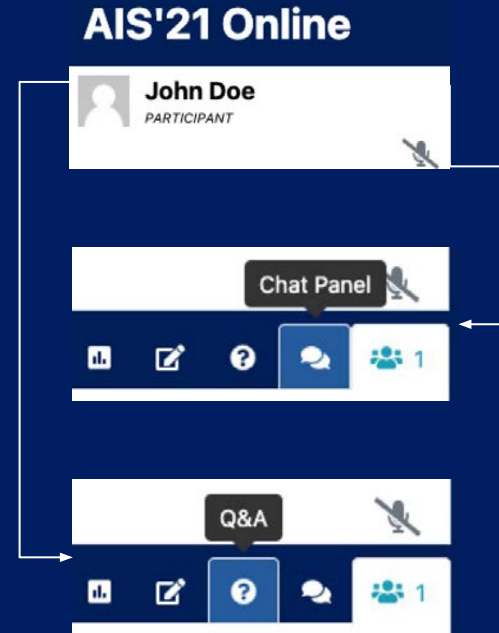


Participant

All the AIS'21 Online Meeting attendees (Audio participation only)

The Participant can

- Request to use audio to ask a question and/or comment on something
- Ask questions in writing using the Q&A
- Participate in polls
- Chat with the group or one-on-one with an individual participant
- Use live transcription





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(3) Controls & Actions **(for Participant)**

Meetecho Interface

Your info & Media Controls

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John Doe
PARTICIPANT

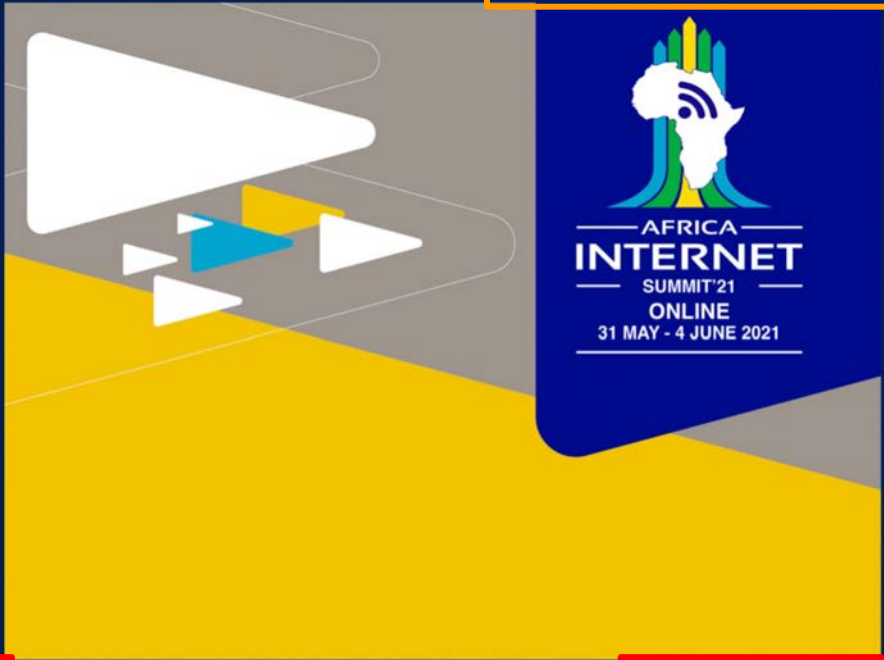
Windows Tabs

PARTICIPANTS

John Doe
PARTICIPANT

search user

Meeting Controls



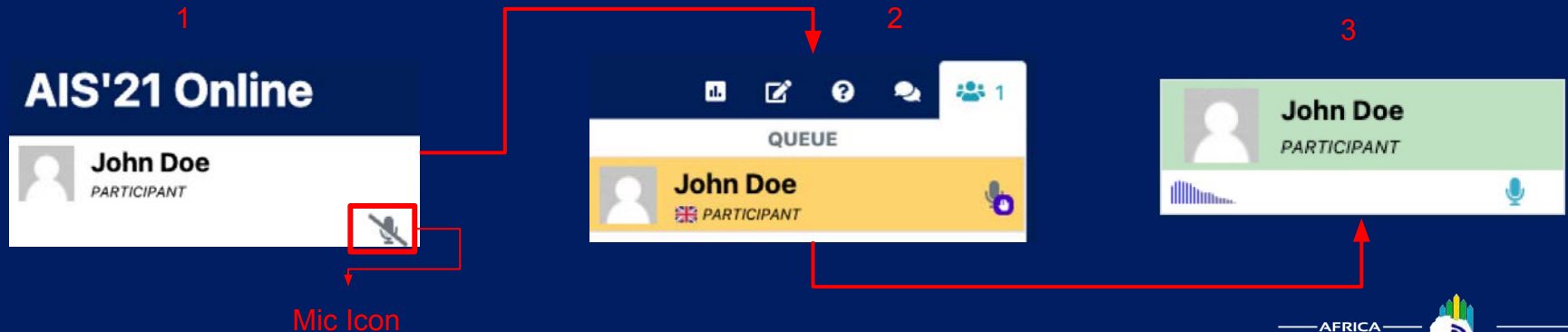
Translation Channel (English or French)

Audio Volume Control

audio in: 0 kbps

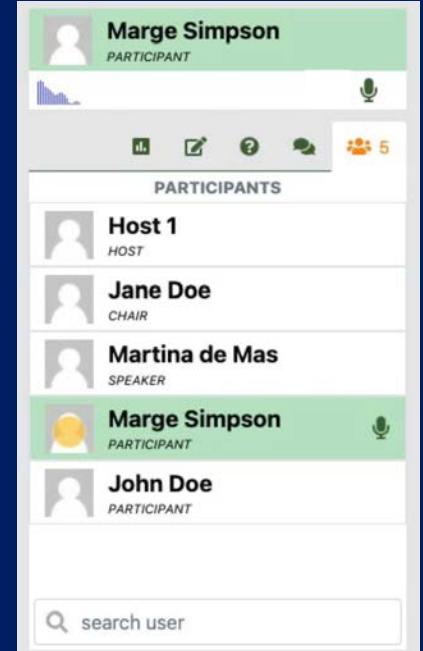
Your Info & Media Controls

- On the left-hand side, where your name and role appears, you will find the media sharing controls, click on the Mic icon to enter the Audio Queue (for sessions like Open Mic)
- On you turn, the meeting host will allow you to speak (2) then your Info box will turn green(3) and you may speak
- To stop sending media (Audio in this case) click on the Mic Icon again



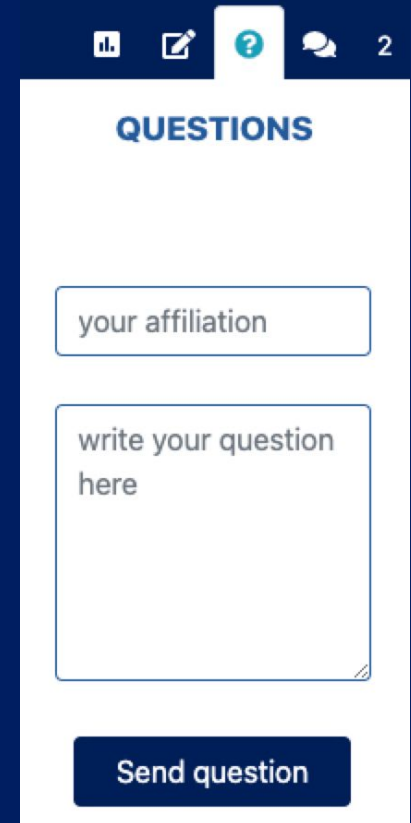
Audio Queue: Speaking

- When you are granted the floor, the area behind your name will turn green both at the top and in the Participants list
- When you have finished asking a question, you need to turn off your mic by clicking on the mic icon again
- If you want to respond to the Speaker, or add a reply or comment, you will need to request audio again
- You need to follow the same process if you want to send video as well



Q&A

- Participants can ask questions using audio or by using the Q&A window
- The Session moderator will make sure that the questions in the Q&A are read out loud so that the speakers can reply live
- It is not possible to ask anonymous questions because the affiliation field is mandatory
- Once you '**Send question**', it is no longer possible to edit them anymore
- '**Your affiliation**' refers to the organisation you are involved with like name of: company, university, ministry, club etc



The screenshot shows a mobile interface for asking questions. At the top, there are icons for a list, edit, a question mark (highlighted), and a chat bubble, followed by the number '2'. Below these is a white box with the title 'QUESTIONS'. Inside this box, there is a text input field labeled 'your affiliation', a larger text area labeled 'write your question here', and a dark blue button at the bottom labeled 'Send question'.

Meeting Controls



- From left to right
 - Translation Channel (English | French) - make sure you are on the right language channel from the beginning in order to receive the correct audio translation
 - Audio Volume Control - allows your to increase or decrease the audio. In case the audio stops you can click on the refresh button to restart the audio
- From left to right
 - Presentation View: slides and videos
 - Gallery View: only the videos
 - Agenda: connected to the AIS'21 Agenda
 - Start The Tour!: brief tutorial that shows where the controls are
 - Notification Settings: turn off/on audio notifications
 - Settings: change audio/video devices
 - Leave The Room: exit session



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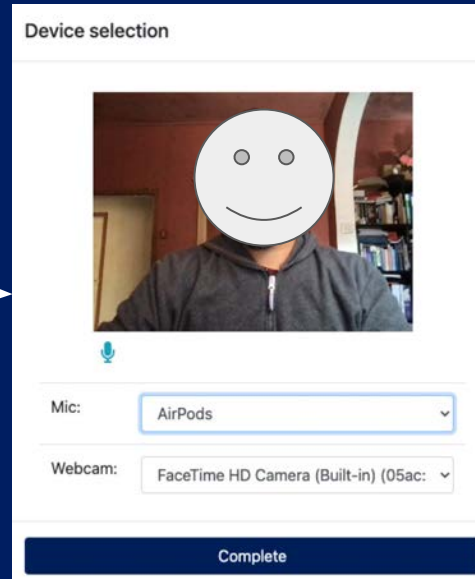
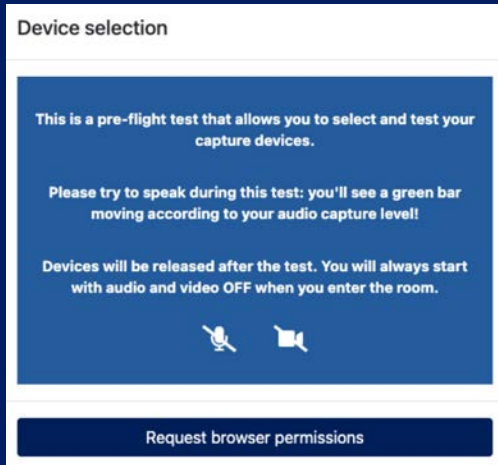
(4) Troubleshooting

Web Browser

- Safari only permits sharing the entire screen and not particular application windows. In general, use a different browser if possible
- 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)

Sending Audio/Video

- If you have trouble sending your audio/video, please make sure you have granted permission to the browser to access your capture devices



You should see your own video and a green bar will move if your microphone is capturing your voice

Receiving Audio

- Trouble receiving audio? Reconnect to the audio stream by clicking on the button on the bottom-right corner of the screen.



Click to refresh
Audio Stream

1-on-1 Support

- Still Need Help?
 - During the meeting, you can chat with any AFRINIC staff for any support/queries. You can identify AFRINIC staff by noticing AFRINIC next to the names
 - You can also send us a message on WhatsApp on +230 59223899 from 06h00 a.m UTC to 01 p.m UTC for any support/queries
- Can't find my Token:
 - There is a “forgot token” option on the platform. Please click on the same to re-receive your token. You will receive the token to the mail ID you used to register for the AIS'21



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**Thank you for your
interest in AIS'21**