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31 MAY - 4 JUNE 2021

# Meetecho Platform User Guide for Speakers at

<https://ais.conf.meetecho.com/conference/?group=ais21#>



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**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. If needed, participants can make requests of session chairs to send also video
- 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  $\geq 10.15$  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!



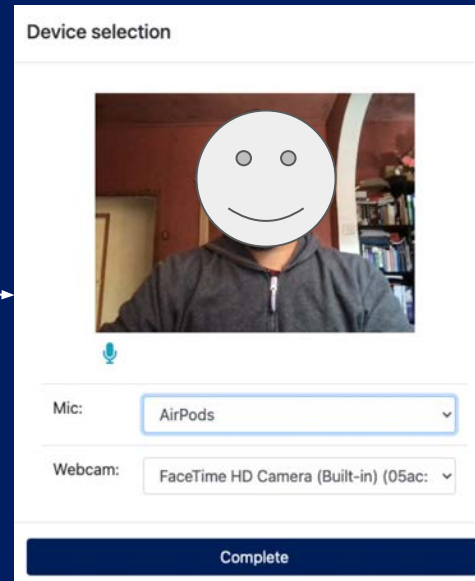
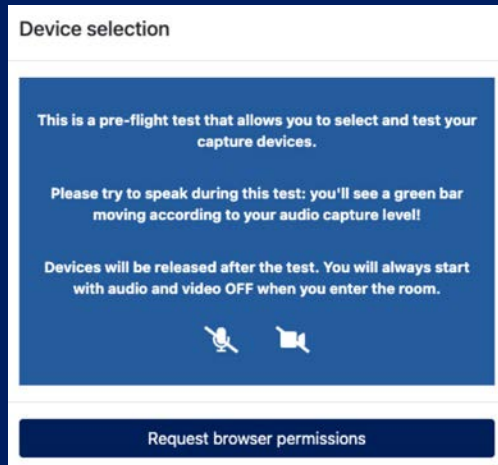
token

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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**Your Role in Meetecho**

# 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)

# Your Name & Role (for Speaker)

- Your name and role will appear in the upper left-hand corner of the Meetecho window
- You will always enter the session as 'Speaker'
- 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.

## AIS'21 Online





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# Controls & Actions

(for Participant)

# Meetecho Interface

Your info & Media Controls

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**Test 02**  
SPEAKER

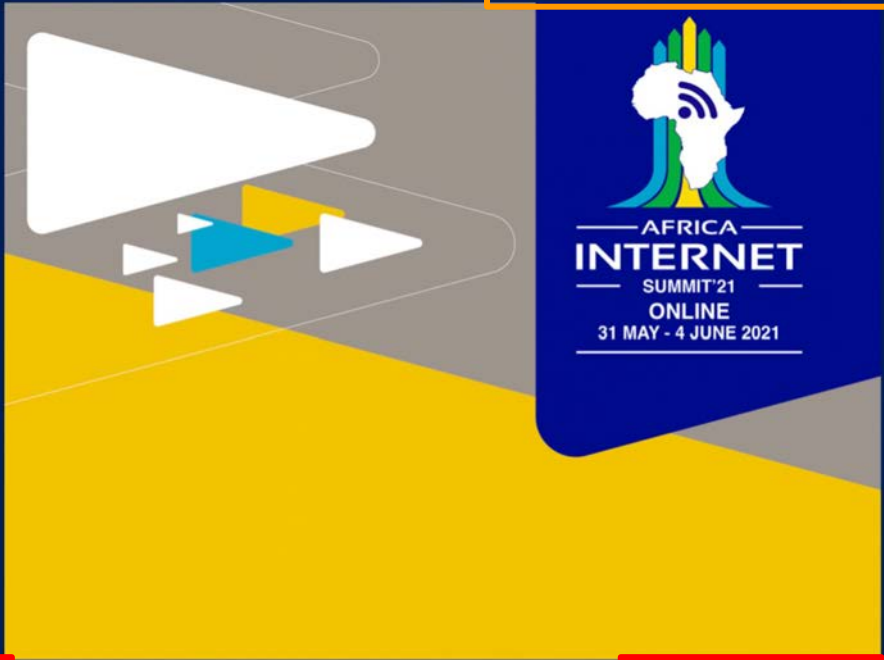
Windows Tabs

**PARTICIPANTS**

**John Doe**  
PARTICIPANT

search user

Meeting Controls



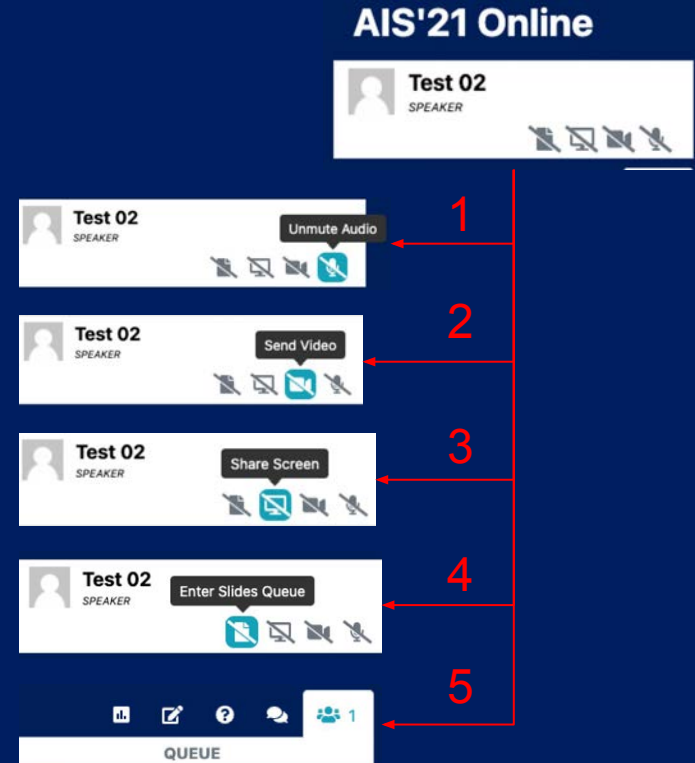
Translation Channel (English or French)

Audio Volume Control

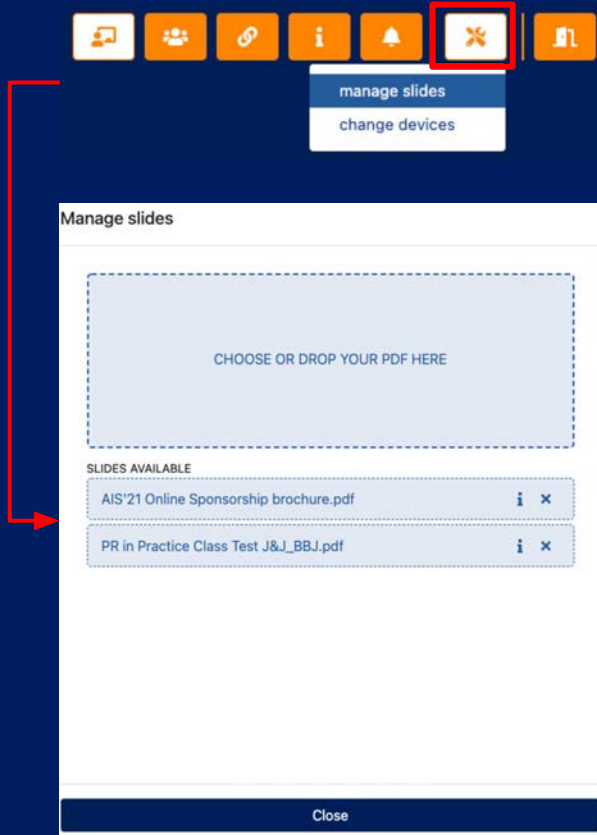
audio in: 0 kbps

# The Speaker can

1. Request to use audio (Mic) to ask a question or comment
2. Send your video (*consumes more bandwidth*)
3. Either Share your screen for presentation ([learn more](#))
4. Or 'Enter Slides Queue' to present your **PDF-only** slides ([learn more](#))
5. View Participants, chat, ask questions (Q&A), answer polls



# Speakers' Presentation (Slide Deck - Part 1 - Manage slides)

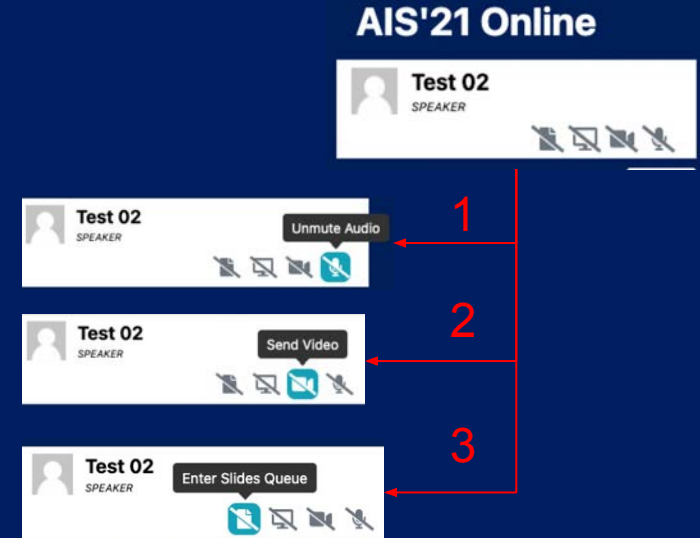


- On the top right corner of your screen you have the Meeting Controls Panel
- Click on the icon 
- Select 'manage slides'
- Upload your PDF presentation

# Speakers' Presentation (Slide Deck - Part 2 - Enter Slides Queue)

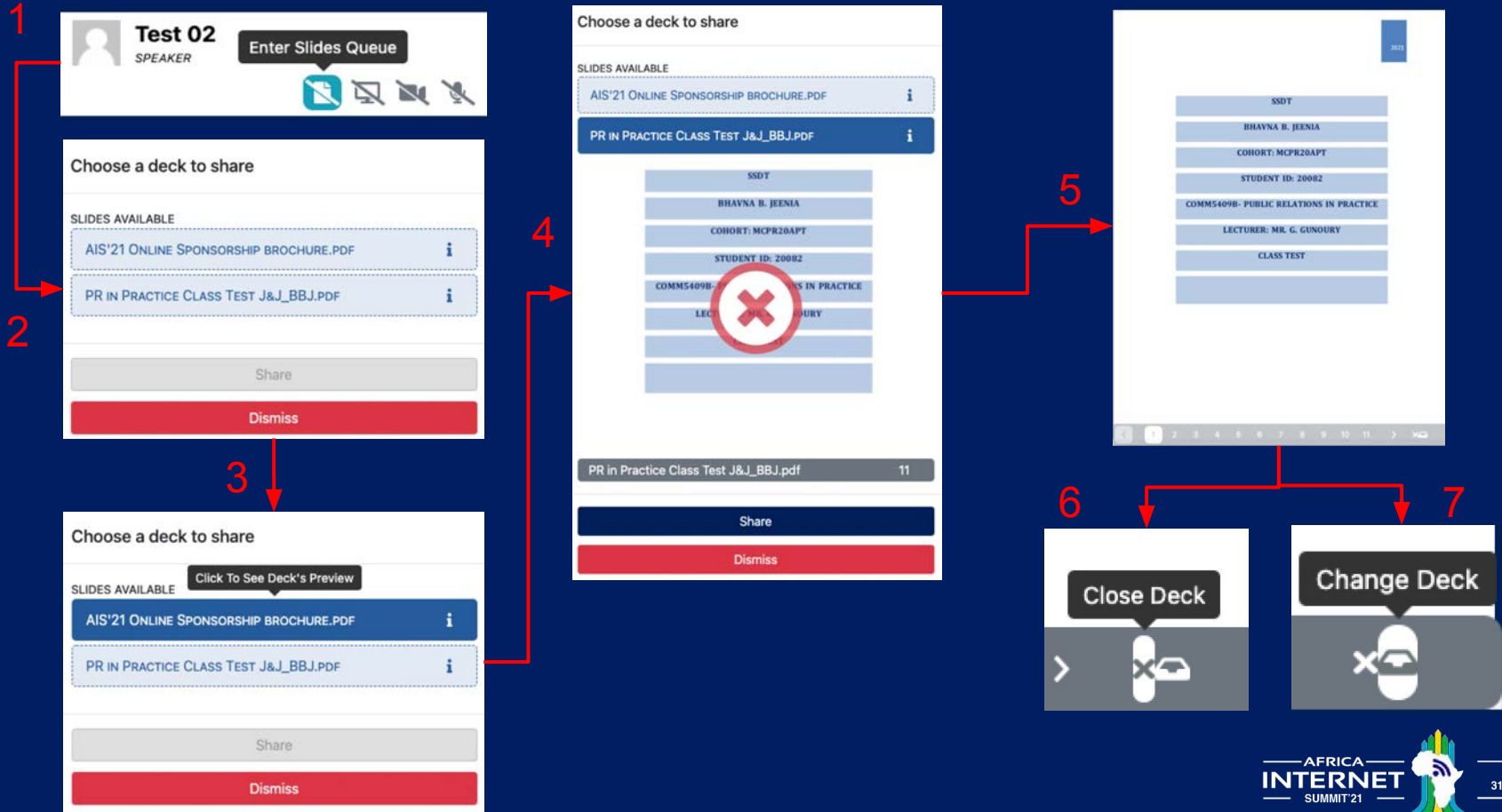
Once you have uploaded your **PDF** presentation slides you can:

- a. Request to 'Unmute Audio' to speak
- b. Send video if you want your face to appear to the audience
- c. 'Enter Slides Queue' to present the PDF presentation that you uploaded at the previous stage





# Speakers' Presentation (Slide Deck - Part 3 - Share Deck)



# Speakers' Presentation (Screen Share)

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Do you really want to share your screen?

I changed my mind

Yes

Choose what to share

ais.conf.meetecho.com wants to share the contents of your screen.

Entire screen

Window

Brave Tab



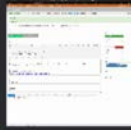
AIS 2021



AIS21-UG-Speaker-E...



Skype



Articles: Edit - AFRINI...



Downloads



Slack | daheda | AFRINI...

Cancel

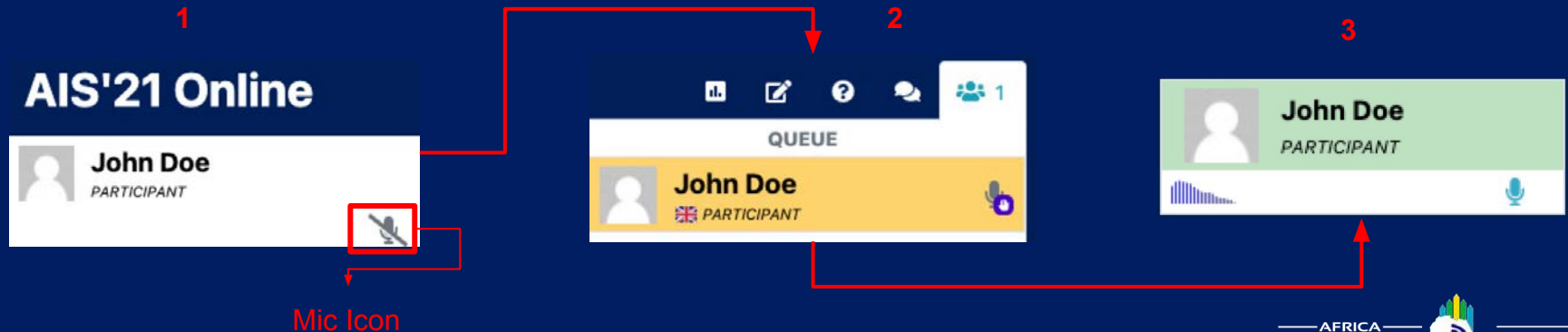
Share

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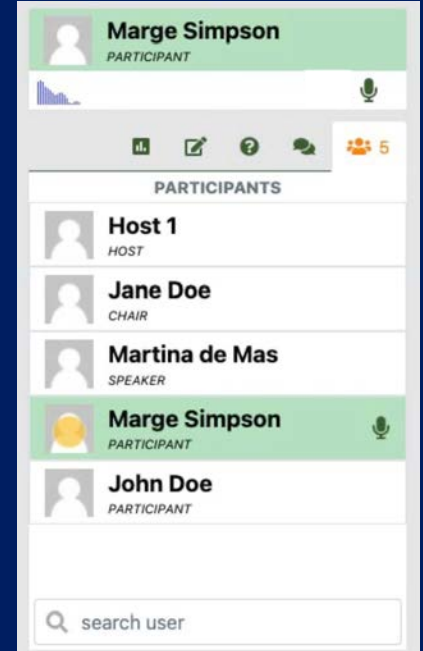
# Your Info & Media Controls

- 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



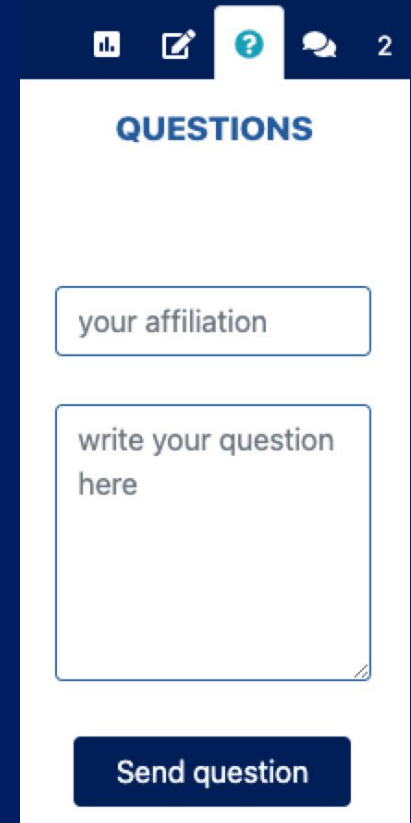
# Audio Queue: Speaking

- 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 Chair 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 write and click on 'Send question' you can no longer edit it. Only the Chairs and Speakers can see your questions



The screenshot shows a mobile application interface for asking questions. At the top, there is a navigation bar with icons for a list, edit, help (a question mark in a circle), and chat, along with a notification count of '2'. Below the navigation bar, the word 'QUESTIONS' is displayed in a bold, blue font. The main content area contains a form with two input fields: a smaller one labeled 'your affiliation' and a larger one labeled 'write your question here'. At the bottom of the form is a dark blue button with the text 'Send question' in white.

# 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 meeting plan
  - 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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## Troubleshooting

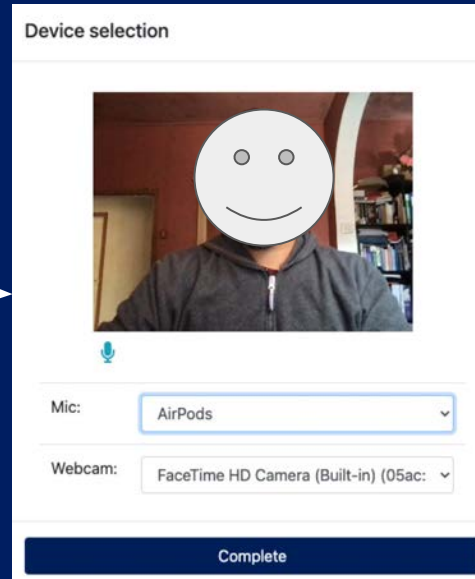
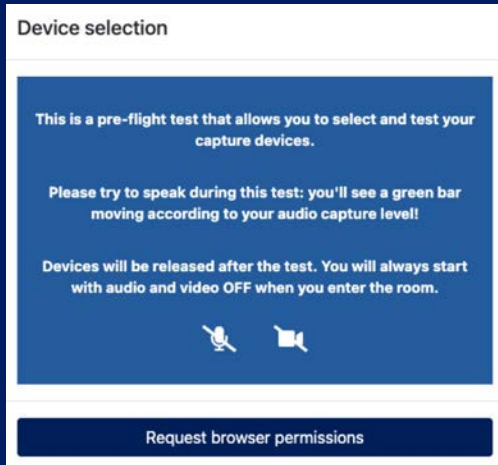
# Web Browser

- 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**