

AFRINIC 34 ONLINE

9:00 - 13:00 UTC 15-18th NOVEMBER 2021



Meetecho Platform User Guide
for Speakers at

<https://www.meetecho.com/events/afrinic34>



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How to join AFRINIC-34
Meetecho Platform?

<https://www.meetecho.com/events/afrinic34>



Internet Connections

1. Only the hosts (AFRINIC-34 Staff), session chairs and speakers are **expected to share their screens**
2. All other participants are expected to **send audio only**. If needed, participants can make requests of session chairs to send also video
3. For these reasons, the expected bandwidth usage is expected to be between 1 Mbit/s and 2 Mbit/s



Your 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

1. 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
2. This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording



Login with your Token

1. You need to already have been registered for the meeting to join the [AFRINIC-34 Online Meetecho platform](#)
2. 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
3. When you join a session, a preflight session will appear where you can select your mic and webcam devices. Check if they are working!



token	Submit
OR	
Please enter a nickname	Submit

Forgot token?



Browser Permission to access your Mic/Camera

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

Device selection

This is a pre-flight test that allows you to select and test your capture devices.

Please try to speak during this test; you'll see a green bar moving according to your audio capture level!

Devices will be released after the test. You will always start with audio and video OFF when you enter the room.



Request browser permissions

Device selection



Allow "ais.conf.meetecho.com" to use your microphone?

You can change this setting in Safari Websites preferences.

Don't Allow

Allow

Mic:

Webcam:

Complete

Device selection



Mic:

AirPods

Webcam:

FaceTime HD Camera (Built-in) (05ac:)

Complete



Select your Session Language

1. Next you will be requested to **select the session language in which you are comfortable** interacting in during the event.
2. For AFRINIC-34 Online you have the following choice. Please choose one.
3. Kindly note that you need to speak in the same language as the channel. For example, speaking English in Arabic channel will break the translation for the other channels.

Language choice

ENG	English
ARAB	Arabic
POR	Portuguese
FRA	French

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**Your Role on AFRINIC-34
Meetecho as Speaker**

<https://www.meetecho.com/events/afrinic34>



Your Role as Speaker (Presenter)



Host

The AFRINIC-34 Online Meeting Team



Chair

AFRINIC-34 Online Session Chairs



Speaker

Anyone confirmed to present during AFRINIC-34 Online Meeting



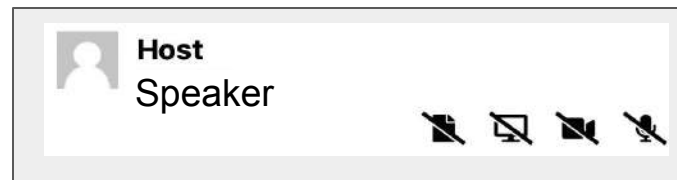
Participant

All the AFRINIC-34 Online Meeting attendees (Audio participation only)



Unique Link & Log in

1. Your name and role will appear in the upper left-hand corner of the Meetecho window
2. You will always enter the session as 'Speaker'
3. 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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**Controls & Actions available for
Speakers (Presenters)**

<https://www.meetecho.com/events/afrinic34>

Meetecho Interface

Media Controls & Your info

Meeting Controls

Interaction with Participants Windows Tabs

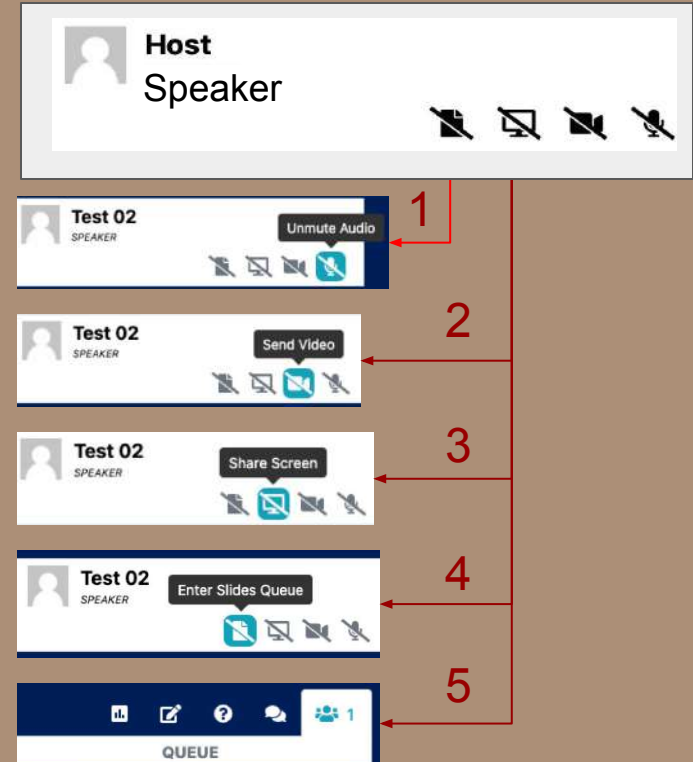


Translation Channel (English or French)

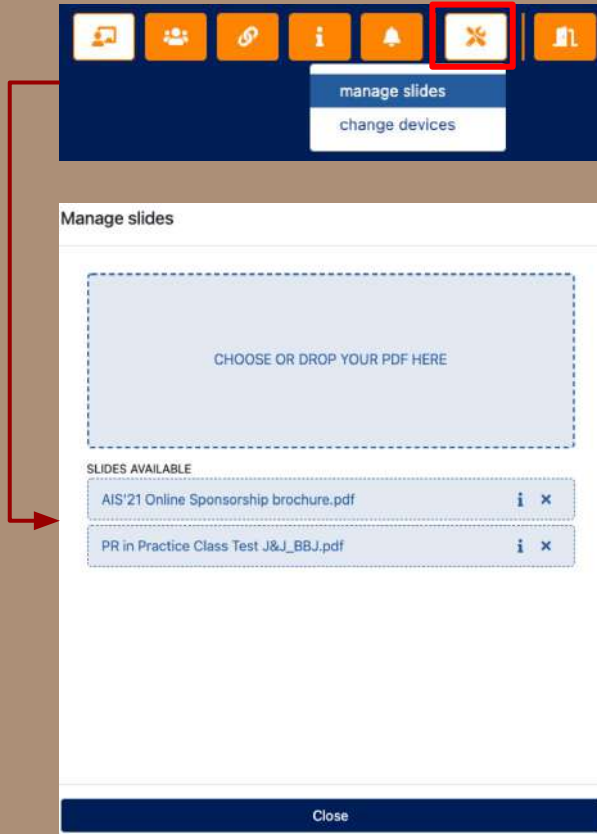
Mute-Mic/ Audio Volume Control

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)

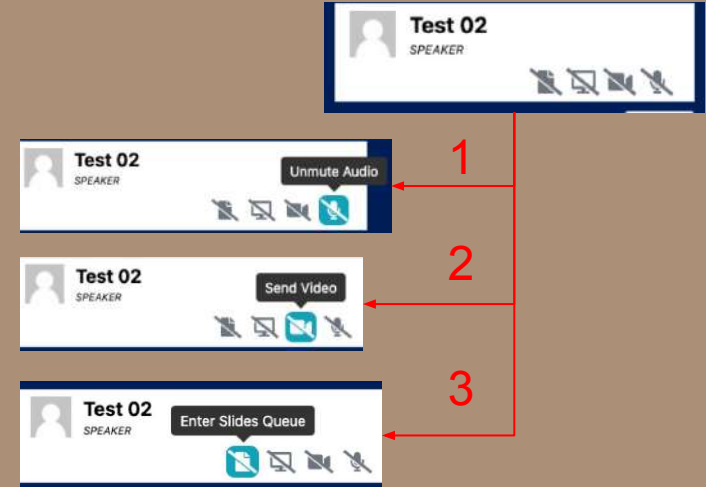


- On the top right corner of your screen you have the Meeting Controls Panel
- Click on the icon 
- Select 'manage slides'
- Upload your PDF presentation

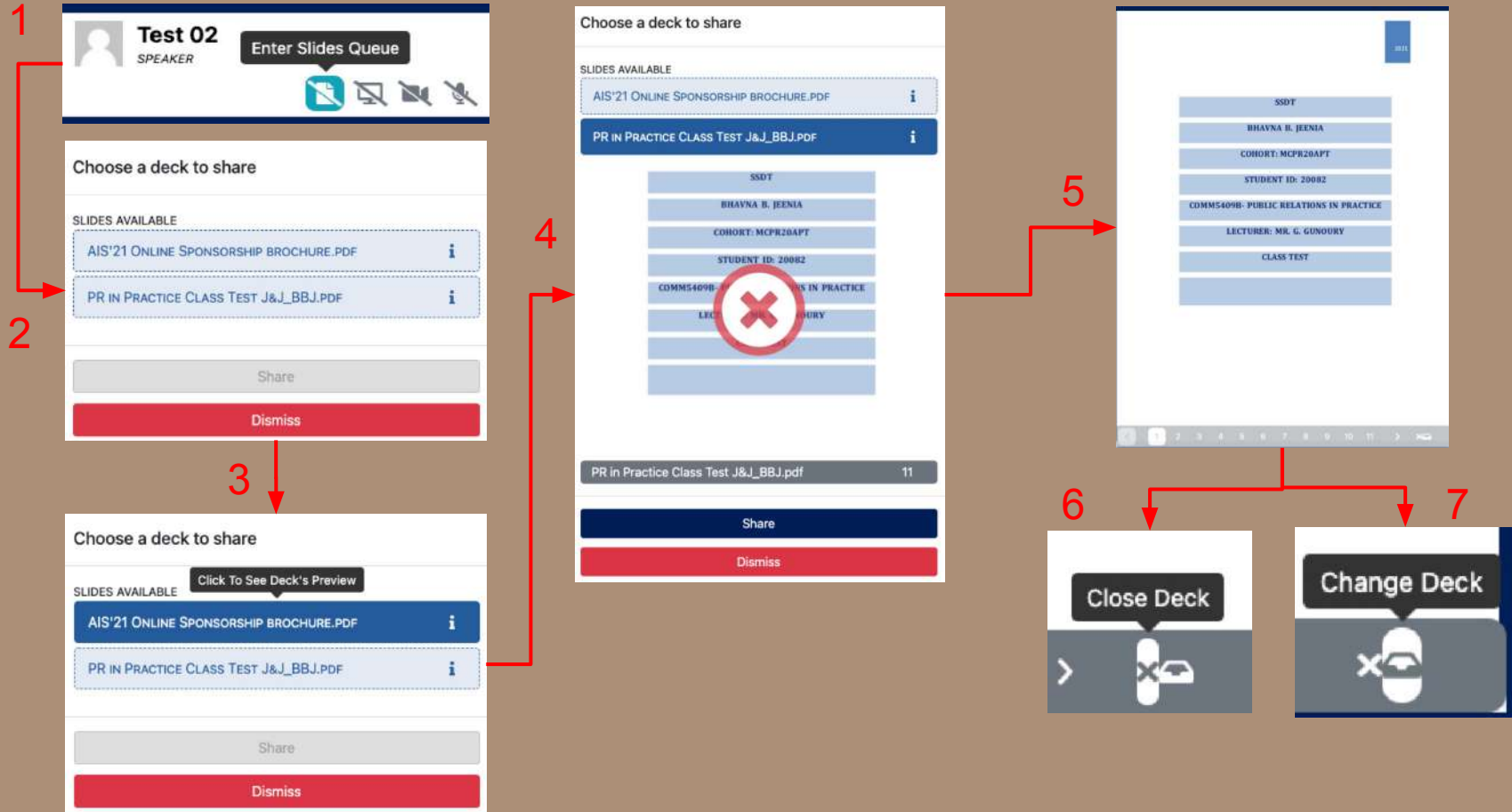
Speakers' Presentation (Slide Deck - Part 2 - Enter Slides Queue)

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

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



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



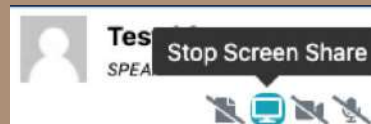
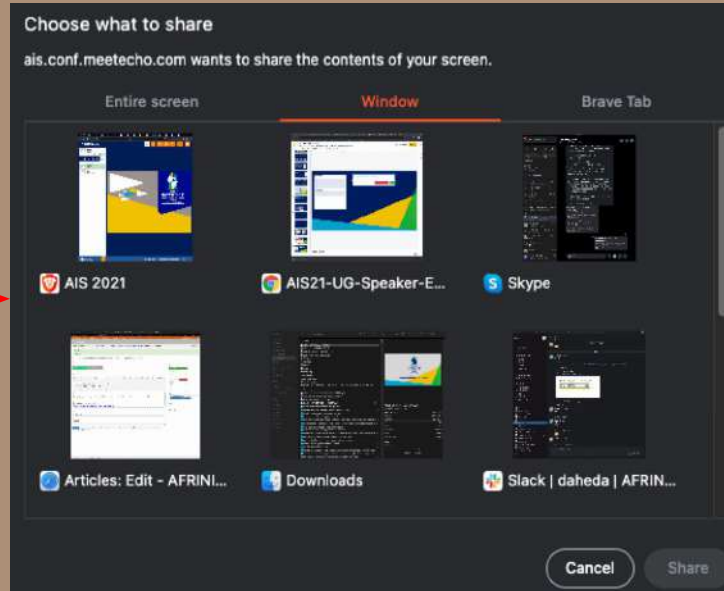
Speakers' Presentation (Screen Share)



Do you really want to share your screen?

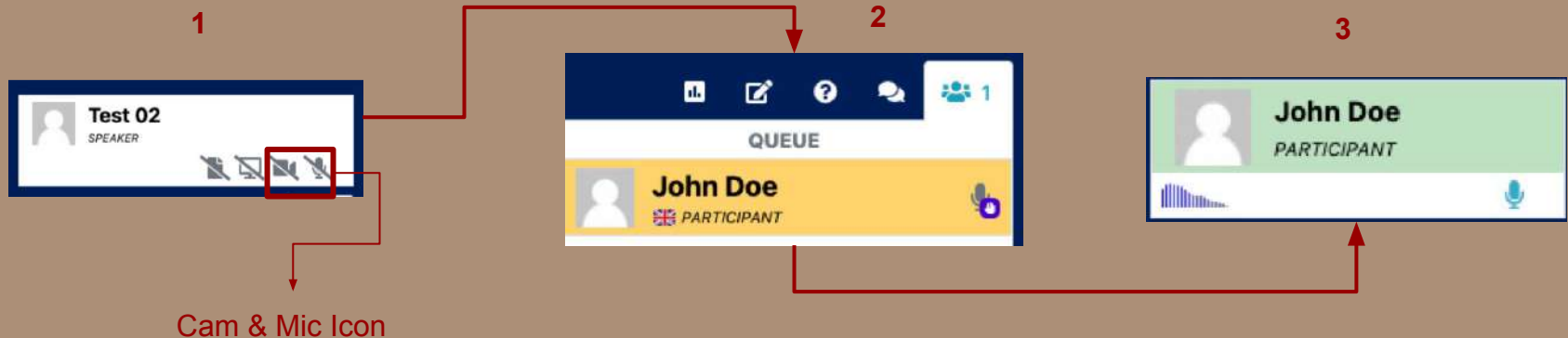
I changed my mind

Yes



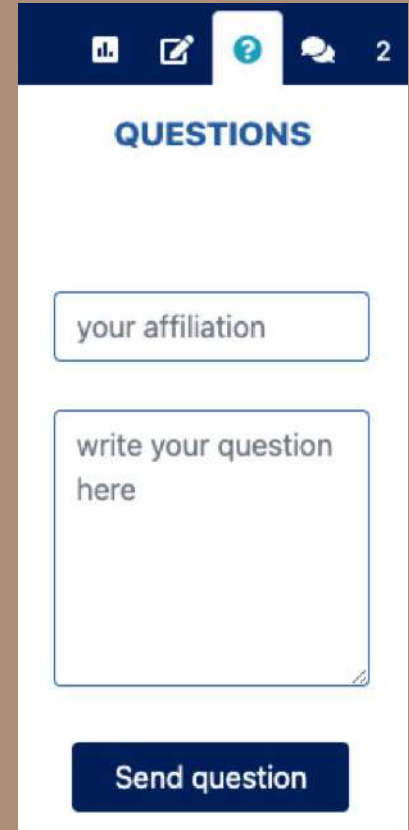
Your Info & Media Controls

- 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)
- You may choose 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



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 is a dark blue navigation bar with four icons: a bar chart, a pencil, a question mark, and a speech bubble. The question mark icon is highlighted with a white square. To the right of the icons is a small white box containing the number '2'. Below the navigation bar, the word 'QUESTIONS' is displayed in bold blue capital letters. Underneath is a form with two main sections. The first section is a text input field with the placeholder text 'your affiliation'. The second section is a larger text input field with the placeholder text 'write your question here'. At the bottom of the form is a dark blue button with the text 'Send question' in white.

Meeting Volume Controls

- From Bottom 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 Top left to right
 - **Presentation View**: slides and videos
 - **Gallery View**: only the videos
 - **Session Timer**
 - **Agenda**: connected to the AIS'21 meeting plan
 - **Side Rooms**
 - **Start The Tour**: brief tutorial that shows where the controls are
 - **Notification**: turn off/on audio notifications
 - **Settings**: change audio/video devices
 - **Leave The Room**: exit session



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General Troubleshooting

<https://www.meetecho.com/events/afrinic34>

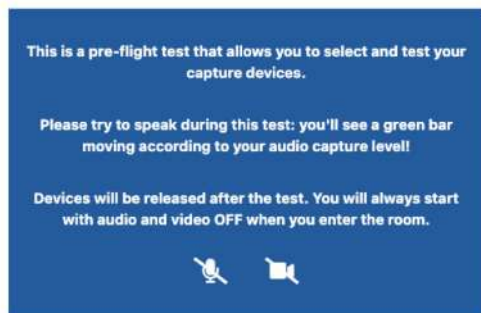
Web Browser

- 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

Device selection



Request browser permissions

Device selection



Mic: AirPods

Webcam: FaceTime HD Camera (Built-in) (05ac:)

Complete

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

Accidentally un/muting Audio/Mic

- Trouble receiving audio or transmitting your voice?
Make sure the Speaker or Mic icon located in the bottom right corner of your screen is not toggled to **Mute**



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 as from 12th of November 2021
- 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 AFRINIC-34 Online

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Thank you for your interest in
AFRINIC-34 Online

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