Meetecho Platform User Guide

for Participants

AFRICA INTERNET SUMMIT'22

30 MAY - 3 JUNE 2022

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How to join AIS'22 Meetecho Platform

Internet Connections

Only the hosts (AIS'22 Secretariat), 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**

Browser

There is
no designated client

You can use
any desktop WebRTC-enabled
web browser

WebRTC does not allow
screen sharing to be performed
from mobile browsers

Known issues

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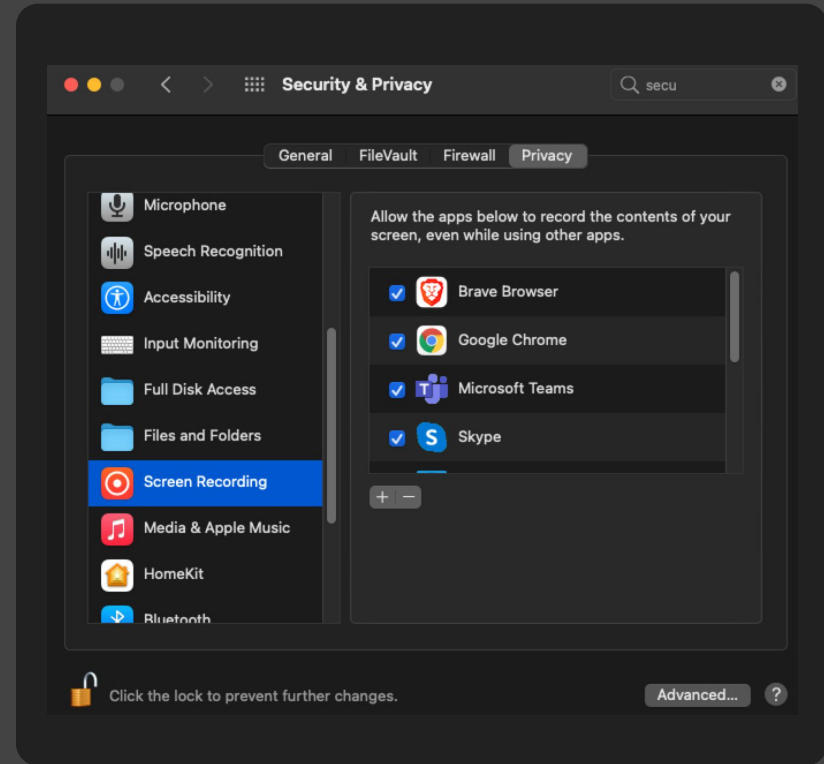use a different browser if
possible

Privacy and adblocker browser
extensions and add-ons can
block audio and video feeds

The user interface is not
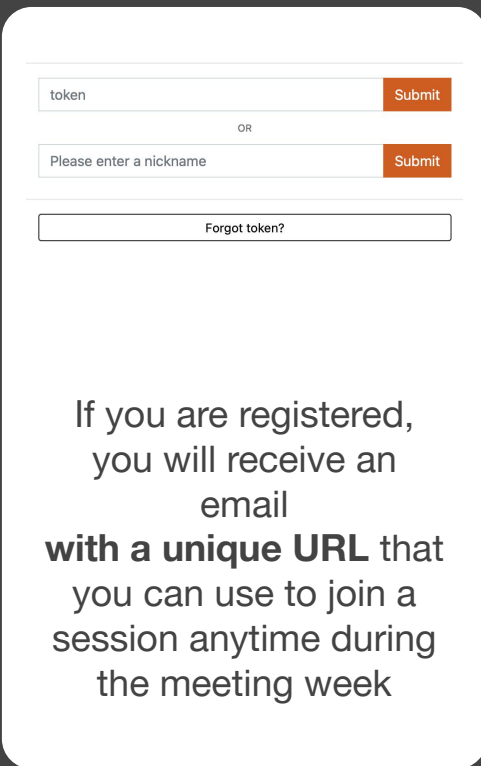optimised for mobile devices
(i.e., phones, tablets)

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

Login with your Token

token

Submit

OR

Please enter a nickname

Submit

Forgot token?

You need to already have been registered for the meeting to join the AIS'22 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 preflight session will appear where you can select your mic and webcam devices. Check if they are working!

Browser Permission to access your Mic/Camera

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

Select your Session Language

Next you will be requested to select the session language in which you are comfortable interacting in during the event.

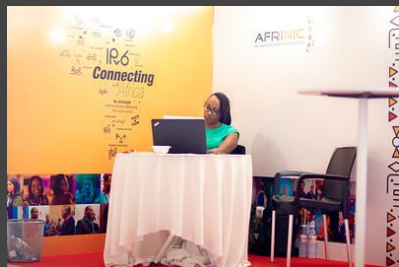For AIS'22 you have the following choice.
Please choose one.

Language choice

ENG	English
ARAB	Arabic
POR	Portuguese
FRA	French

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.

Your Role on AIS'22 Meetecho as Participant

Your Role as Participant

Host
The AIS'22 Meeting Team

Chair
AIS'22 Session Chairs

Speaker
Anyone confirmed to present during AIS'22 Meeting

Participant
All the AIS'22 Meeting attendees
(Audio participation only)

Unique Link & Log in

Your name and role will appear in the upper left-hand corner of the Meetecho window

You will always enter the session as 'Participant'
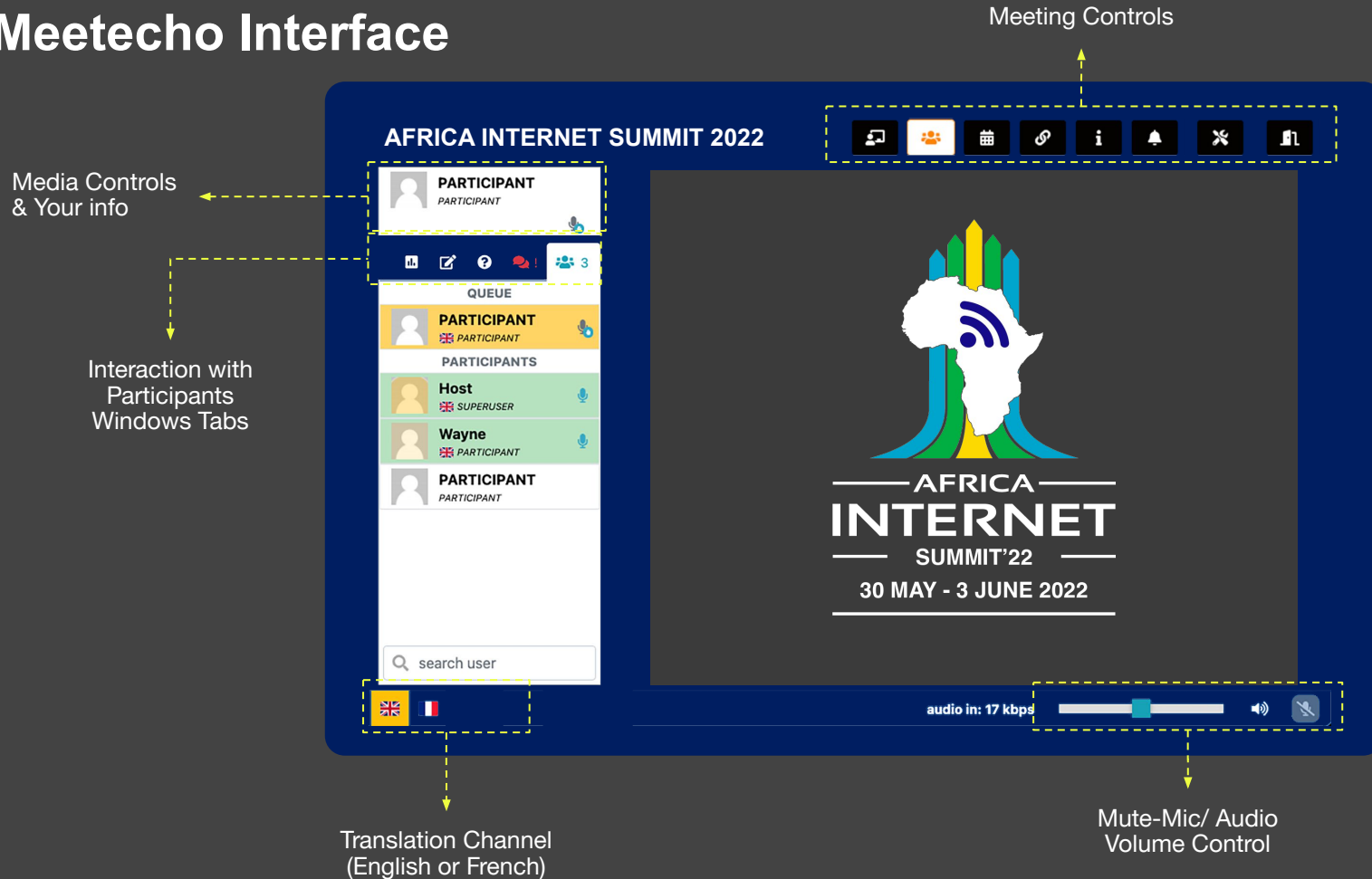
Host
Participant

Your profile picture in Meetecho is taken from the Gravatar service based on the email used during the registration process (if available).

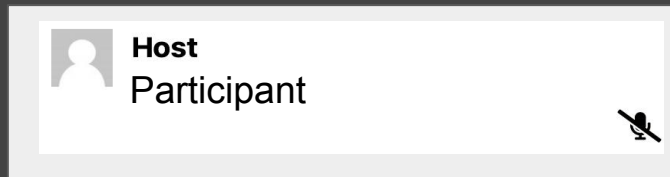If you prefer not to display your avatar in Meetecho, please turn it off on Gravatar.

Controls & Actions available for Participants

Meetecho Interface

Meeting Controls

Media Controls & Your info

Interaction with Participants Windows Tabs

Translation Channel (English or French)

Mute-Mic/ Audio Volume Control

AFRICA INTERNET SUMMIT 2022

PARTICIPANT
PARTICIPANT

QUEUE

PARTICIPANT
🇬🇧 *PARTICIPANT*

PARTICIPANTS

Host
🇬🇧 *SUPERUSER*

Wayne
🇬🇧 *PARTICIPANT*

PARTICIPANT
PARTICIPANT

search user

audio in: 17 kbps

AFRICA
INTERNET
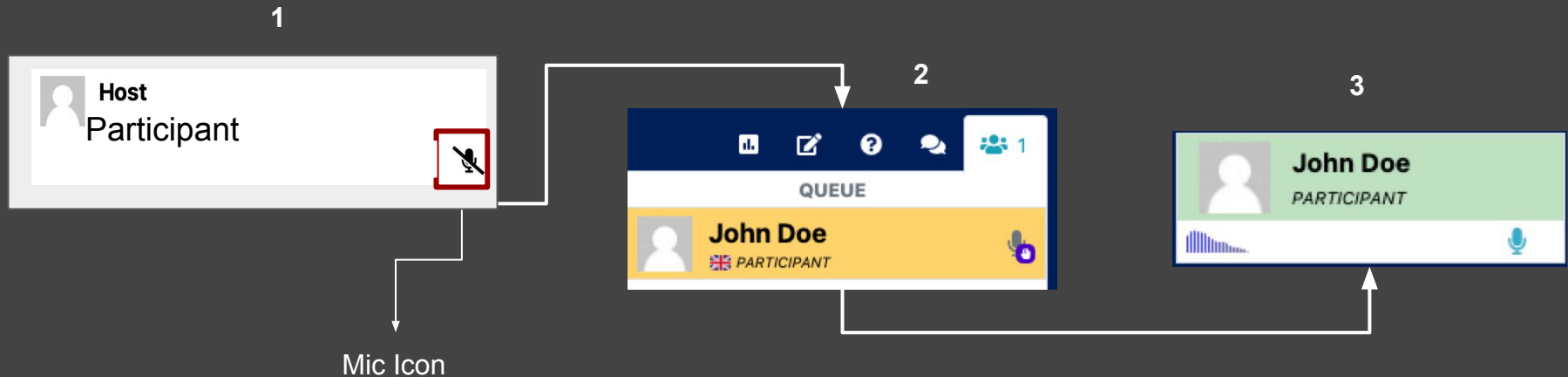SUMMIT'22

30 MAY - 3 JUNE 2022

The Speaker can:

1. Request to use audio (Mic) to ask a question or comment
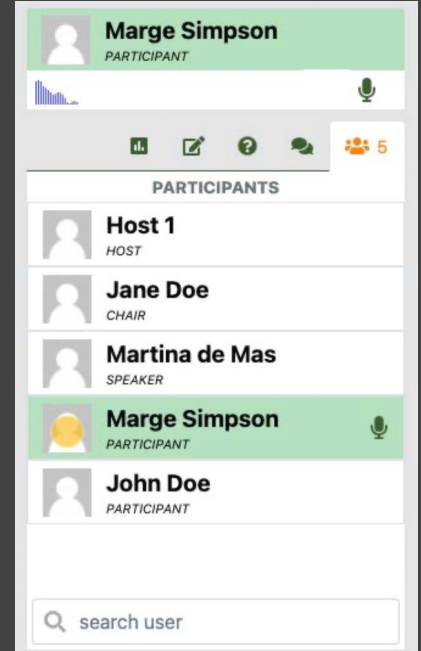
Your Info & Media Controls

- 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

1

Host
Participant

Mic Icon

2

QUEUE

John Doe
🇬🇧 PARTICIPANT

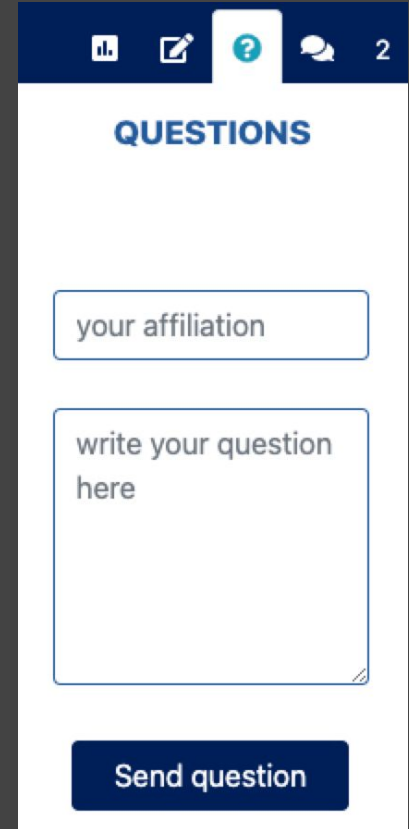**3**

John Doe
PARTICIPANT

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

Meeting Volume Controls

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

Make sure the Speaker or Mic icon located in the bottom right corner of your screen is not toggled to Mute

Meetecho

ENG   ARAB   POR   FRA

audio in: 3 kbps   audio out: 16 kbps   ● recording

Mute Local Microphone

Toggle Audio

Presentation View: slides and videos

Gallery View: only the videos

Session Timer

Agenda: connected to the AIS'22 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

General Troubleshooting

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

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 06:00 UTC to 13:00 UTC for any support/queries as from 30th May 2022.

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 AIS'22.

Thank you for your interest in AIS'22

bit.ly/ais22-guide