

Meetecho Platform User Guide for Speakers



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AIS'22 Online
Meetecho
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**How to join AIS'22
Meetecho Platform?**

Internet Connections

Only the hosts
(AIS'22 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

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

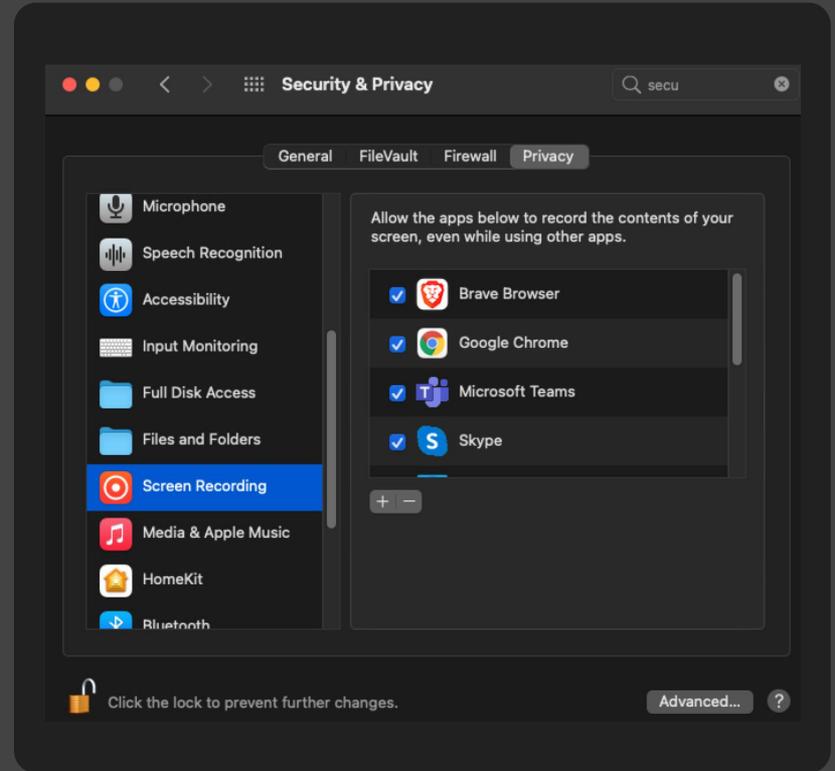
Privacy and adblocker browser
extensions and add-ons can
block audio and video feeds

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

System Settings

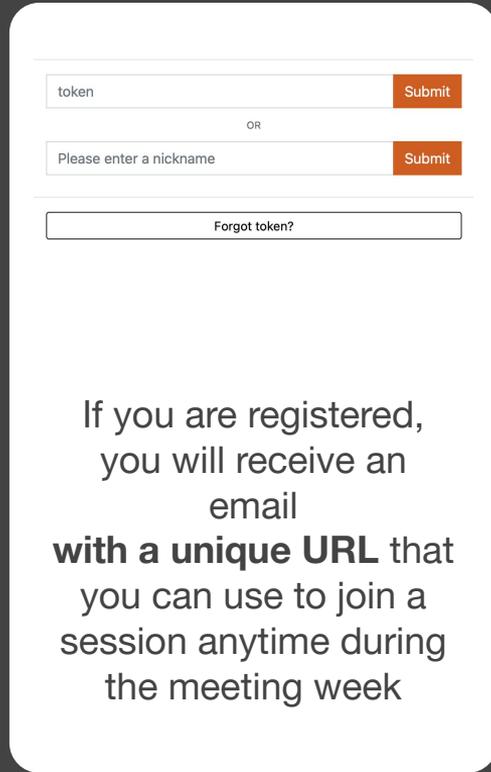
To enable screen sharing in macOS ≥ 10.15 using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used.

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



Login with your Token

You need to already have been registered for the meeting to join the AIS'22 Online Meetecho platform



The screenshot shows a login interface with three main sections. The top section has a text input field containing the word 'token' and an orange 'Submit' button to its right. Below this is the text 'OR'. The middle section has a text input field with the placeholder text 'Please enter a nickname' and another orange 'Submit' button to its right. The bottom section is a single-line text input field containing the text 'Forgot token?'.

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!

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

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 Speaker

Your Role as Speaker (Presenter)



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 'Speaker'

 **Host**
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.

Controls & Actions available for Speakers (Presenters)

Meetecho Interface

Media Controls
& Your info

Interaction with
Participants
Windows Tabs

AFRICA INTERNET SUMMIT 2022

PARTICIPANT PARTICIPANT

QUEUE

PARTICIPANT PARTICIPANT

PARTICIPANTS

Host SUPERUSER

Wayne PARTICIPANT

PARTICIPANT PARTICIPANT

search user

Meeting Controls

audio in: 17 kbps

Mute-Mic/ Audio Volume Control

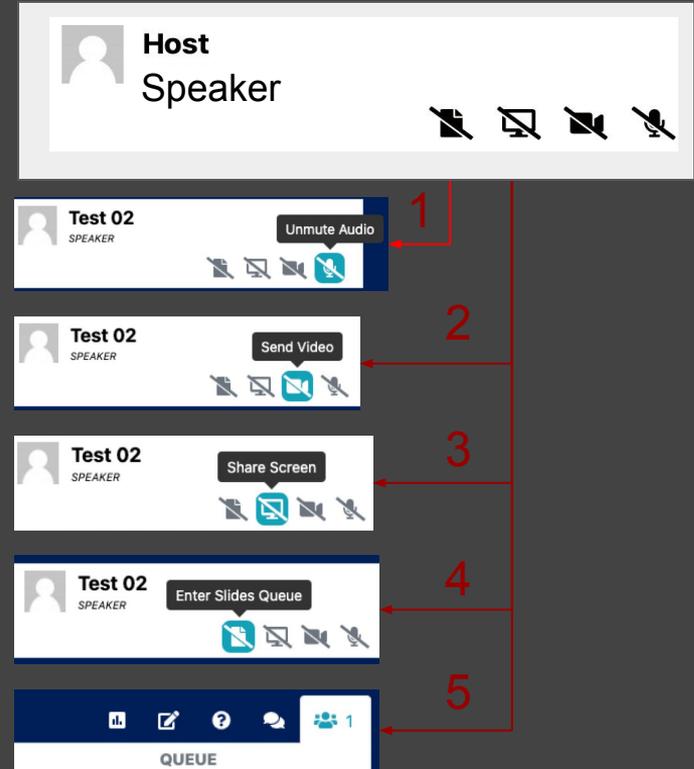
Translation Channel (English or French)

Translation Channel
(English or French)

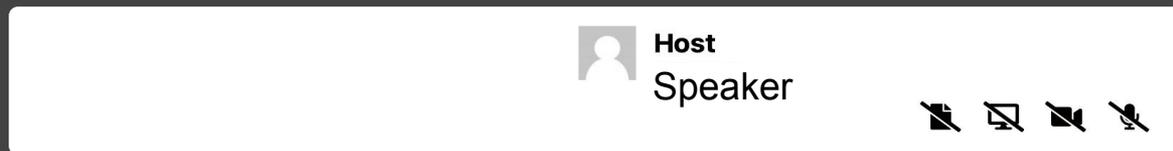
Mute-Mic/ Audio
Volume Control

The Speaker can

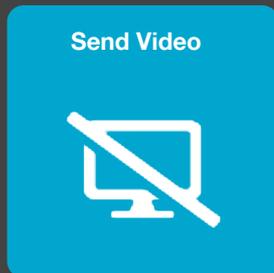
1. Request to use audio (Mic) to ask a question or comment
2. Send your video (**consumes more bandwidth**)
3. Either Share your screen for presentation ([learn more](#))
4. Or 'Enter Slides Queue' to present your **PDF-only** slides ([learn more](#))
5. View Participants, chat, ask questions (Q&A),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



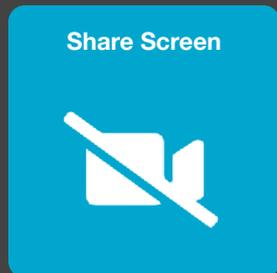
The Speaker can



'Enter Slides Queue' to present your PDF-only slides (learn more)



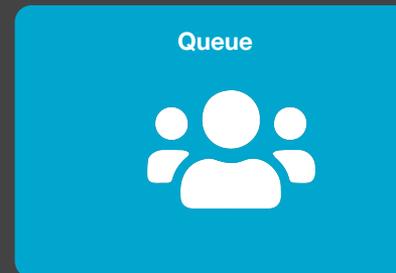
Either Share your screen for presentation (learn more)



Send your video (consumes more bandwidth)

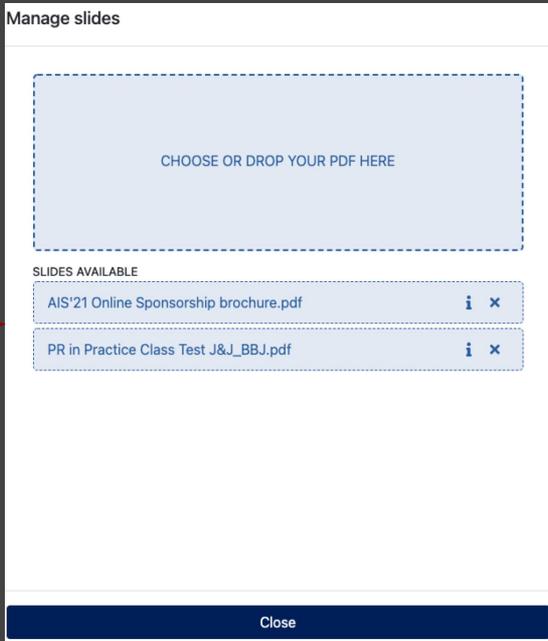


Request to use audio (Mic) to ask a question or comment



View Participants, chat, ask questions (Q&A), answer polls

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

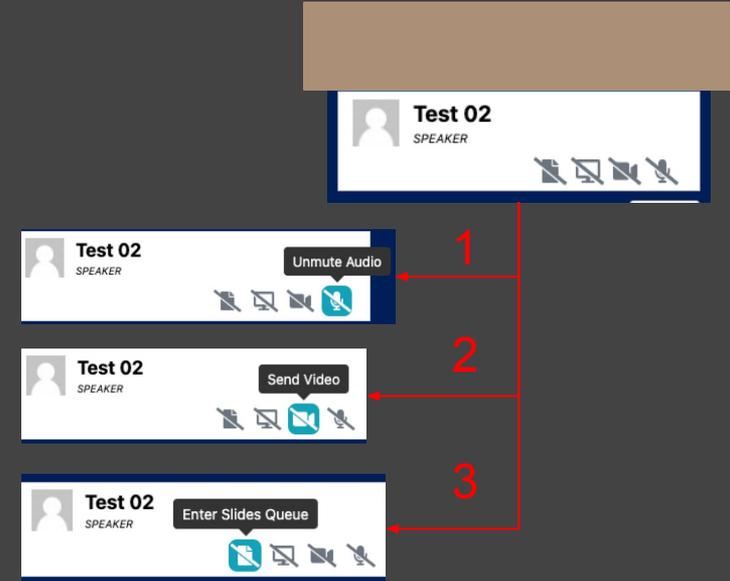


- On the top right corner of your screen you have the Meeting Controls Panel
- Click on the icon 
- Select 'manage slides'
- Upload your PDF presentation

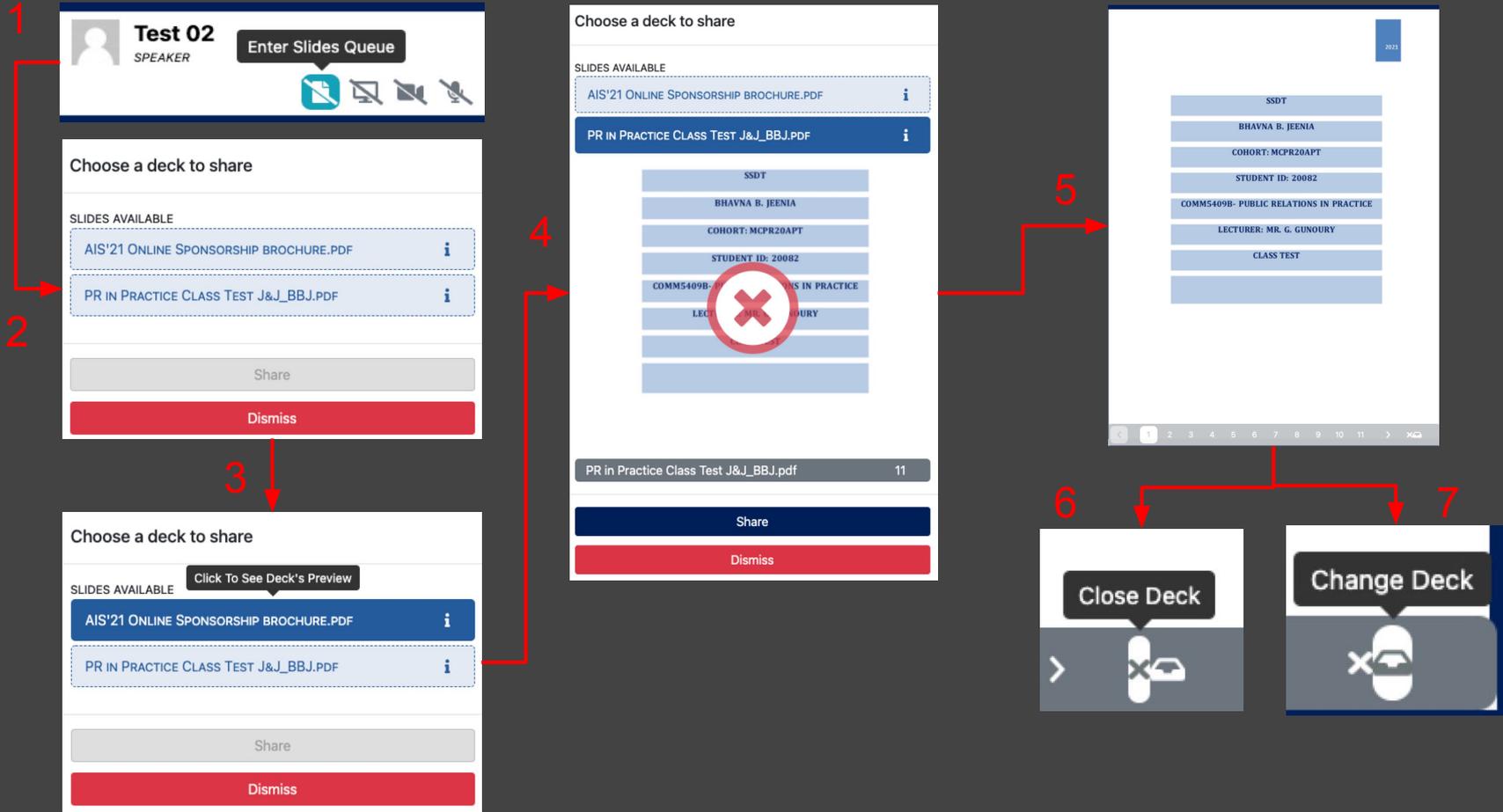
Speakers' Presentation (Slide Deck - Part 2 - Enter Slides Queue)

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



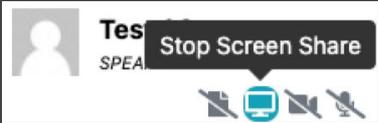
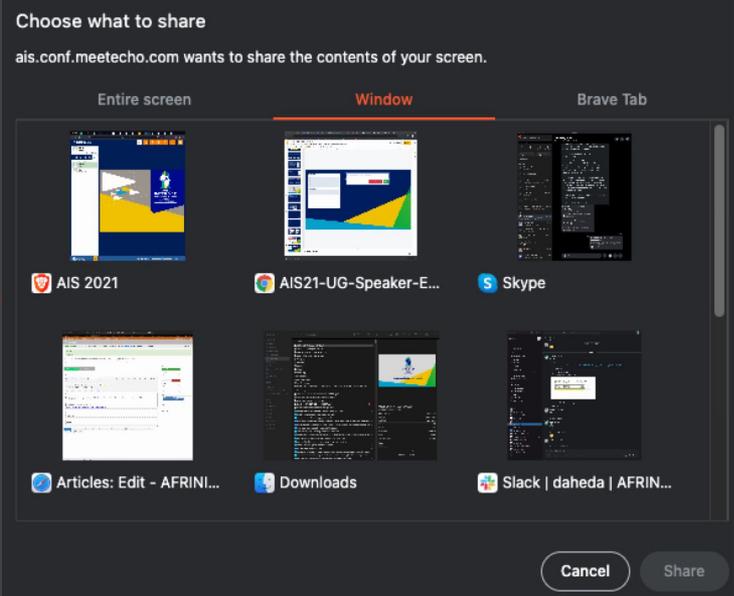
Speakers' Presentation (Slide Deck - Part 3 - Share Deck)



Speakers' Presentation (Screen Share)

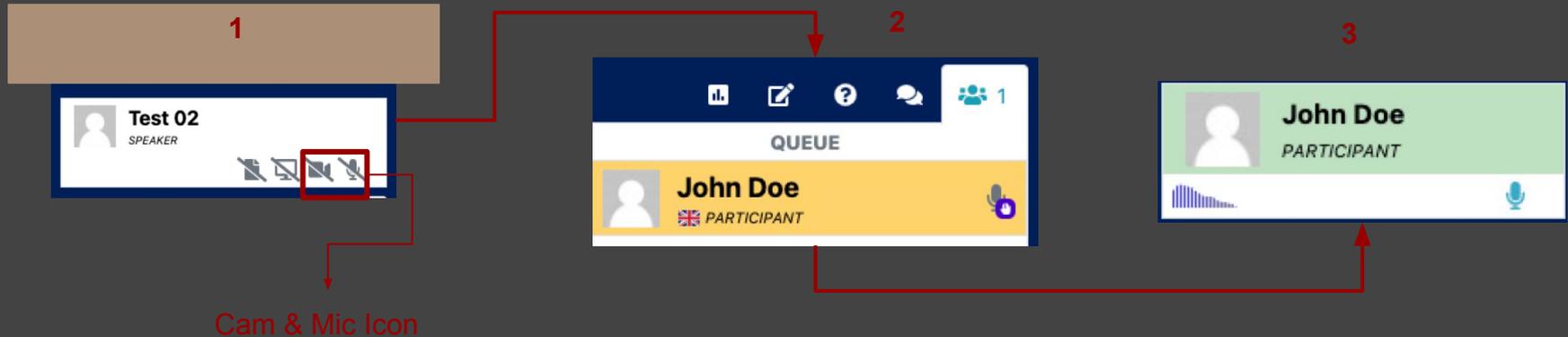


Do you really want to share your screen?



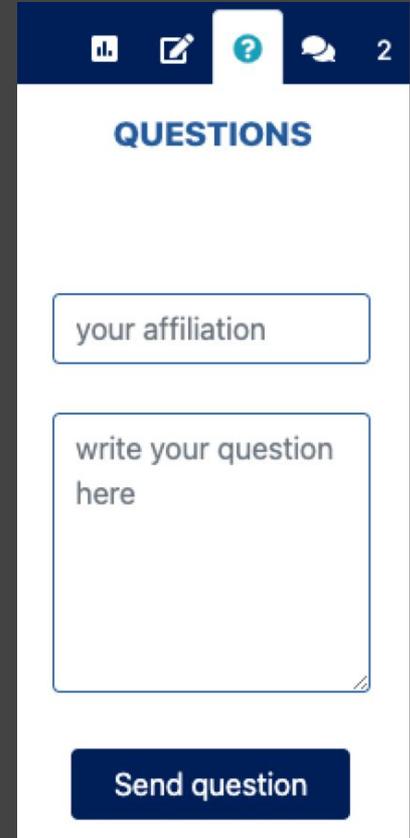
Your Info & Media Controls

- 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, there is a dark blue navigation bar with icons for a list, edit, a question mark (highlighted), and a chat bubble with the number '2'. Below the navigation bar, the word 'QUESTIONS' is displayed in bold blue text. The main content area is white and contains a form with two input fields: a smaller one for 'your affiliation' and a larger one for 'write your question here'. At the bottom of the form is a dark blue button with the text 'Send question' in white.

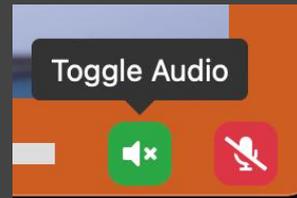
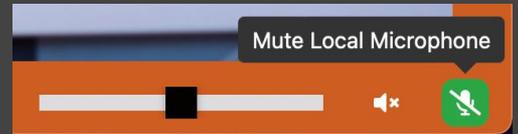
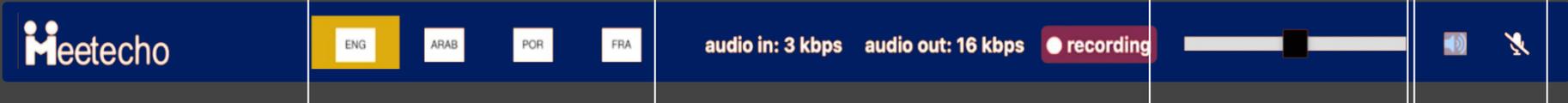
Meeting Volume Controls

Accidently
un/muting
Audio/Mic

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





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

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

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



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

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](https://www.whatsapp.com/business/contact?phone=23059223899) 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**