Information for online participants:

The meeting will use the Interprefy platform. We kindly ask you to access the platform on of the following browsers: Google Chrome, Firefox or Microsoft Edge.

*Link*

Registered participants will receive a link to the Interprefy platform 1 day prior to the meeting. All registered email addresses for each meeting will be communicated in advance to the Interprefy platform to be added to a list of approved participants, all of whom will be granted access to the meeting.

*Setting up before the meeting*

1. Check your audio and video settings before joining the videoconference. Get familiar with audio/video equipment to determine the best placement and learn how to operate it successfully.
2. Control the light. Do not have a bright light source (e.g. window, lamp) behind you (this will make your face very dark while the background blinds viewers). Try to have sufficient but indirect lighting from the front. Check this before you join the meeting.
3. Placement of camera. Try to have the camera at the same level as your head, not far below or above. Find a stable place for your camera and avoid moving it around.
4. Framing and background. Check what you see in your frame, try to have your head and upper body represented. Remember that other participants can see what is behind you in the image.
5. Always use headphones and a stand-alone microphone or a headset with a microphone in order to eliminate echoes. Avoid the use of Bluetooth headphones.
6. Cut out the background distractions. If you are conducting your video conference from home, consider using a quiet space where you are alone. Turn off televisions, radios and any other audio-visual distractions, including other browsers that might be open.
7. It is strongly recommended that you connect your laptop through a cable to the network. If this is not possible, find a location with a strong signal and stay close to the access point for WIFI.

*Joining a meeting*

In order to join the meeting, click on the link you have received through email prior to the meeting, and you will be asked to enter your email address (please enter the email address you have registered with). If your email address is on the list of approved participants for the meeting, you will receive a message in your inbox (please also check your spam folder) with a code to join the meeting. Please enter the code and join the meeting.
It is advisable to join the meeting 15 minutes in advance of the official meeting start, particularly if you are using Interprefy for the first time.

When you join, you will be asked to choose a username – which is the name which will be shown on the platform as your identification. Please always use the following format:

- “Country, First Name, Last Name” for representatives from Member States and the European Union.
- “Organization, First Name, Last Name” for representatives from IGOs and Civil Society

Check if access to the microphone or camera is allowed. Click “allow” in the pop-up window reflected below to enable Interprefy to use your microphone and camera when you are given the floor to speak.

In order to test your settings, you can use the following link https://interpret.world/test

Requesting the floor and making an intervention

To request the floor, ask for a permission to speak by clicking the green hand icon to raise your hand

When the Chair gives you the floor, you will receive the following message. Please select video in order to turn on both audio and video streams.
Please always use a headset with a built-in microphone or a unidirectional table microphone while making an intervention. In order to enable your headsets with built-in mic on the Interprefy platform, please use the following settings:

Once you have finished your intervention, please use the disconnect button (red button) to stop your streaming.

**Troubleshooting**

If you are facing any problem with audio and video during the meeting itself, please use the button RESTART ALL LINES (above hand icon). If issue persists - reload browser.