

**Guide for members**  
**– working with KUDO**

**I. IN GENERAL during the plenary session**

**CONNECTING TO KUDO**

1. If you use a **computer/laptop**, use **Google Chrome** browser (KUDO does not work with Safari, Internet Explorer, Edge). Plug in your laptop;
2. Ensure that you have a **good internet connection** and, if possible, that no-one is using streaming/downloading during the meeting; if you are using WIFI, sit as close as possible to your router box;
3. Switch off any other applications, Outlook, notifications etc / Put your telephone in silent mode;
4. Copy the link sent to you and open it only in **Google Chrome** browser (do not open the link directly from the email received);
5. Complete the fields “Display Name” with your country, first name and surname;
6. Click on “Join Session”; you are now in the “virtual room” of your remote meeting.
7. Remember that for each meeting day there is a different link that you need to access as explained above. The links for every day were sent to you via email.
8. Use **headphones** or, if possible, a **headset with microphone**;
9. For **smartphones and tablets**: use application KUDO Live, open it, click on “Join” and introduce the Session ID number (12 digits’ number of the meeting). Please note that **certain KUDO functions are not accessible** when connecting via smartphones or tablets.

**GENERAL**

1. Within the KUDO platform you will only become visible on the screen once you have the floor.
2. The floor cannot be given to you if you do not ask for it (see below).
3. Ensure you mute your microphone when you are not speaking but still wish to remain visible on the screen (mic on/off icon).
4. If you wish **to see who is present in the “meeting room”** click on the icon “Messaging” on the right side of the screen and then open the “Private” tab within it. You will see the list of all those present identified by their names as specified by them at the opening of the session.

**ASKING FOR, AND TAKING, THE FLOOR**

1. If you **wish to take the floor**, click on the blue “Request to Speak” icon (once you do it, the icon turns into a red “Cancel Request” icon).
2. Once your request registered, if you decide to change your mind and no longer wish to take the floor click on the red icon “Cancel Request”.
3. **Once you are given the floor**, your micro and camera icons (at the bottom of your screen) will turn red with a line through them. **Click on both icons (micro and camera) to enable them**. Once enabled, they will turn blue.
4. Once you are visible on the screen, start speaking.
5. The Chairperson might propose to limit the speaking time. You will see on the screen a clock indicating how much time is still available for your speech. Please respect the time limit.
6. When speaking, do not switch from one language to another.
7. When you have finished speaking, **click on “Release Mic” icon**. As from that moment you will no longer be visible on the screen.

## INTERPRETATION

1. To hear the interpretation, click on the “**Language Selector**” (at the bottom on the left side of the screen) and choose the language you wish to listen to.
2. Interpreting is being done remotely. **Speak clearly and not too fast**.
3. Do not change languages during your intervention.

## MESSAGING

1. During the meeting members may communicate with other participants through chat available under the icon “**Messaging**”.
2. Click on the “Messaging” icon in the column on the right side of your screen. The window “Messages” will open.
3. Members may **chat (send messages) with all participants (use “Participants” tab)** or with **individual ones (use “Private” tab** to see who is present in the virtual “meeting room”, select your addressee and send your private message which will be visible only to the addressee).
4. Type your message in the window “Write comment” at the bottom of “Messages” screen and then press “Enter” on your keyboard or click on a small blue arrow to send it out.
5. Only use the “**Operators” tab if you wish to contact a technician**.
6. When a new message arrives, you will be notified by a small red point appearing next to the “Messaging” icon. Open the messaging function by clicking on the “Messaging” icon to have access to the message received.
7. **Use the messaging function with moderation** to avoid a disruption of debates.