

Preparing for a meeting in multilingual videoconferencing.



Ensure you are in a quiet place. Turn off your notifications. Use a USB headset.

Recommended headset : Jabra Evolve.



Download the Kudo Live application if you are using a smartphone or tablet. Use headphones with a built-in microphone. Use 4G.



Avoid noisy environments. Make sure your doors and windows are closed.



Use a wired connection (Ethernet) rather than a wireless connection when connecting from a computer.

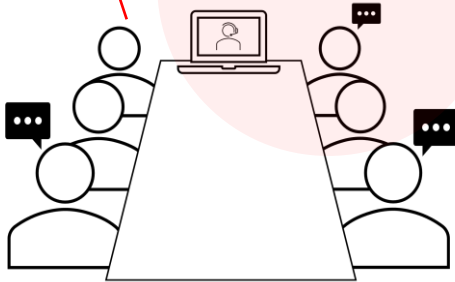


We strongly recommend using the browser Google Chrome.

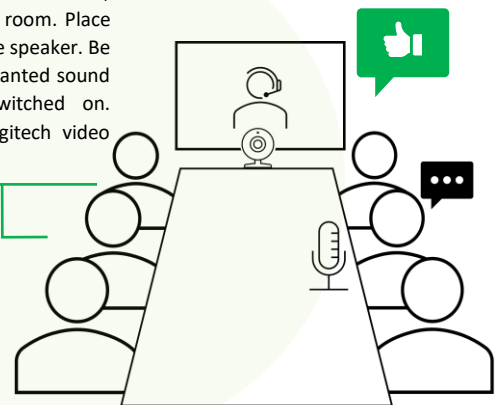


Kudo is incompatible with Safari and we recommend not using Mozilla Firefox.

If more than two people are participating in a video conference in the same room, avoid using a computer microphone. Equip each person with a separate computer and headset mic if you do not have a suitable video conferencing system.



If several people are participating in the same videoconference and at the same location, make sure you are in a suitable room. Place the mic as close as possible to the speaker. Be careful not to generate any unwanted sound when your microphone is switched on. **Recommended:** Polycom or Logitech video conferencing system.



Take part in tests ahead of your meeting.

Before your meeting, take a training session organised by the Multimedia Department. You can consult the different "Global Trainings" time slots by clicking on the following link: <https://rm.coe.int/global-trainings/1680a04337>

You can test your microphone and camera at <https://live.kudoway.eu/test..> You will be able to record and listen to your voice to evaluate the audio quality.



When participating in a video conference, make sure you speak in a quiet setting, away from a noisy room or public place.

You are strongly advised not to connect while in a car, train or any other form of transport. Your internet connection will not be stable and your sound may well be inaudible to meeting participants.

Kudo Platform explained: Connecting to the Meeting

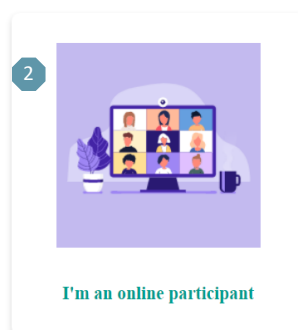
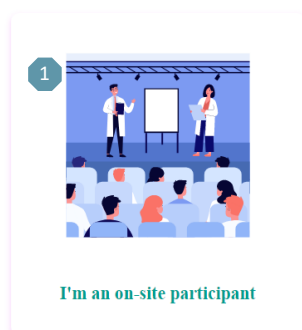
The screenshot shows a web browser window with the URL `vmeeeting.coe.int/k8/241119150009/join`. The page features the Council of Europe logo at the top. Below the logo, there is a meeting information box on the left and a registration form on the right. The meeting information box includes the date and time (Tue, 07 Dec 2021, 14:00 - 19:00), the location (Paris, UTC +01:00), the meeting ID (241 119 150 009), and the available languages (English and French). The registration form has fields for 'Display name' and 'Email', a checkbox for agreeing to the KUDO Terms of Use and Privacy Policy, and a 'JOIN' button. A 'More Details' link is at the bottom of the meeting information box. Numbered callouts 1 to 5 point to the browser address bar, the meeting information box, the 'Display name' field, the 'Email' field, and the 'JOIN' button respectively.

- 1 Copy the link you received. Open Google Chrome and paste said link into the search bar.
- 2 You will find information about your meeting (dates, times, languages). Meeting rooms are opened one hour before the official time to allow the technician to set everything up.
- 3 Enter your first and last name (and country or organisation you represent, if necessary). The "display name" is the name under which you will appear in the virtual meeting.
- 4 Enter your email address.
- 5 Click on "Join" when you have filled in the fields.

Kudo Platform explained: Select your option for an hybrid meeting

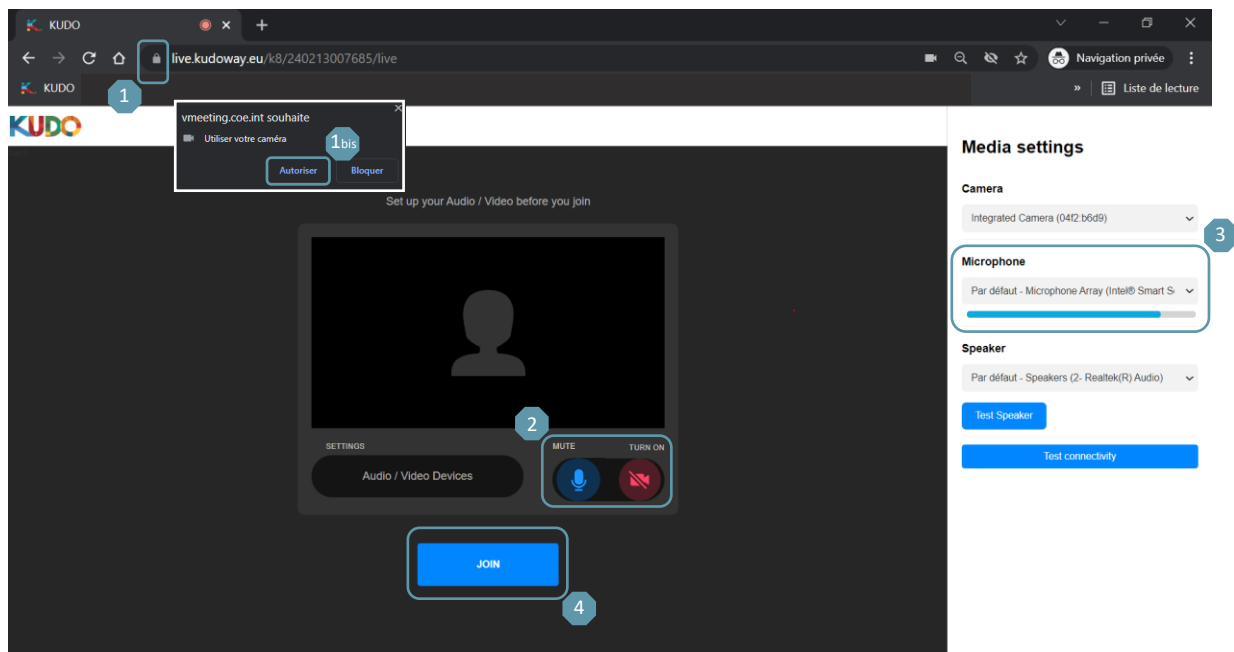
You are joining a hybrid meeting

This meeting will be attended by on-site and online participants. Please select the option that applies to you to continue.



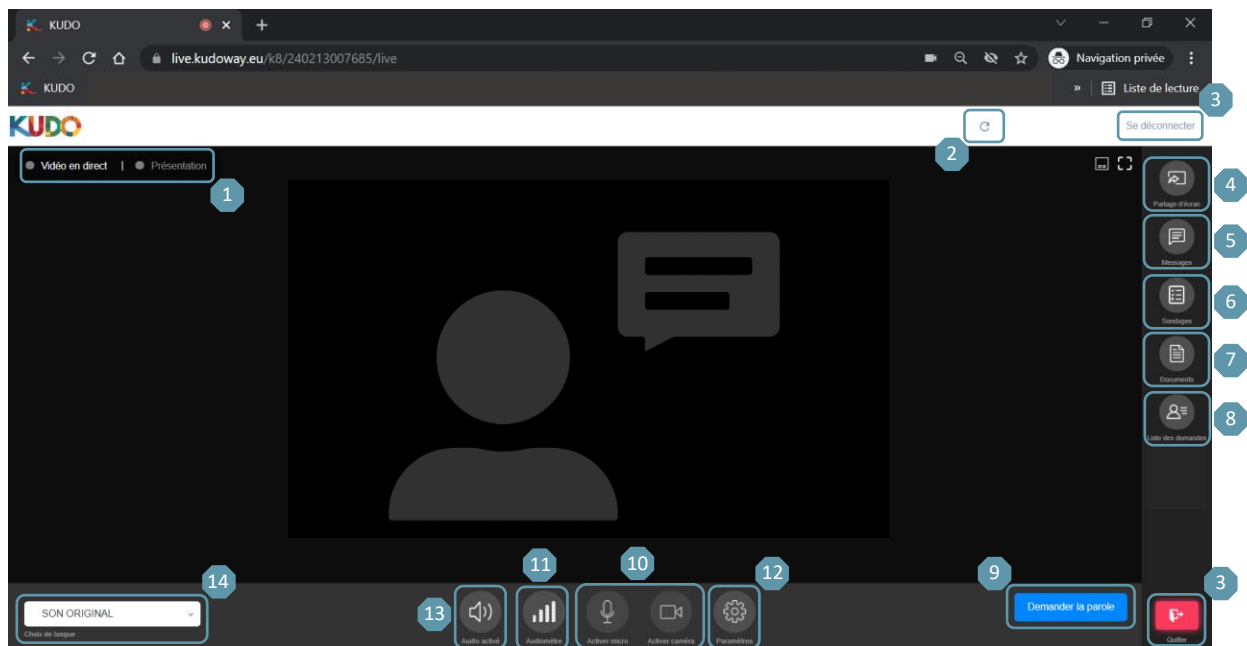
- 1 Select this option if you are physically present in the meeting room.
- 2 Select this option if you are connected to the meeting in remote.

Explanation of the Kudo platform: Test your equipment before entering the meeting.



- 1 Access permissions for your equipment. Make sure your microphone and camera are always allowed. There are also permissions for screen sharing and document uploading. Click on "Site Settings" to check all your permissions.
- 1bis If a pop-up window "Vmeeting.coe.int wants to Use your microphone / Use your camera" opens, click "Allow".
- 2 Activate the microphone and camera to check your equipment is working properly. A blue icon means your device is activated. A red icon means it is disabled. When you speak during your meeting, your camera and microphone will automatically be on if you turn them on here.
- 3 Open the drop-down menu in the "Microphone" section and check or select the device you connected.
Do not use the microphone of your computer, but a microphone suitable for videoconferencing, (e.g. headset with microphone connected via the USB port or the jack socket).
Run your finger over the microphone you are using. If it is successfully connected you will see the blue sound bar moving. If the blue sound bar is not moving then your microphone is not properly connected or is not compatible.
- 4 Once you have made sure that your equipment is working properly, click on "Join" to enter the virtual meeting.

Explanation of the Kudo platform: During your meeting.



- 1 Switch between live video and presentation. When there is screen sharing, you are automatically switched to the "Presentation" window which becomes the default display.
- 2 Refresh your web page.
- 3 Leave the meeting. If you have moderator or operator status, do not click "End Meeting".
- 4 **Share screen** (this is only possible from a computer and if you have allowed speech and screen sharing in Google Chrome permissions).

A window will open. From the "All screen" tab, click on the visual of your computer and then click on "Share" which is located at the bottom right. Open the document you wish to share.

If you share your screen from the "Window" tab, follow the same procedure. Be aware that by doing this you will only share the selected window. If you want to share a powerpoint and you switch to full screen, it will not be visible because it will open in another window. Whenever possible use the "All screen" feature to share powerpoints.

- 5 **Messaging.** Send a message to all participants or message individual participants privately. Use the "Technical Support" email for any problem related to the platform. Please send messages in French or English.
- 6 **Polls.** The vote will be visible once it has been opened by the technician. Select your answer and click "Send". Once submitted, you will no longer be able to change your vote. Your vote has been registered once you see the message: **"Voted. You have already voted."** To view the results of all votes, go to the "Results" tab.

Voting rights: If you are unable to vote even though you may be entitled to do so, the following message will appear: "Only eligible participants are allowed to vote." Log out and join the meeting with the email address you have provided to the secretariat.

- 7 **Documents.** Download the documents uploaded for the meeting.
- 8 **Request List.** View your position in the speaker's list.

9 Request to speak / Cancel (if necessary)/ Done speaking.

Click on "Request to speak" when you wish to speak. There may be a slight time lag. If the moderator announces that he has accepted your request but nothing happens, wait a few seconds and do not click on "Cancel". If the problem persists, refresh your webpage and then ask again for the floor.

10 Turn on your microphone and camera when the moderator has accepted your request. You will not be able to turn them on until this step.

Once you have finished speaking and if you are still on screen, ensure you switch off your microphone.

11 The audiometer allows you to check if you are producing sound when you are on the screen. If it is not moving while you are speaking then your microphone has not been detected.

12 Verify your settings and change the language of the platform.

13 Turn on/mute audio.

14 Listen to the speaker or the interpreting. Click to open the drop-down menu and choose the language you want to listen to.

If you are listening to an interpreting channel, remember to select "Original" before you start speaking. If you take the floor with the interpreting channel still selected, you will hear an echo (feedback) from your voice and your sound will break up for participants listening to you.