YOU WILL NEED:

1. **Device and browser**

To participate in a meeting, you will need either:

- A fully charged and updated iPad with the Safari browser.

  **OR**

- A personal computer (including Apple) with the Chrome browser (v.69 and up).

Make sure that your device has a **stable internet connection** and **100% battery**. Ideally, this device is the **only one** connected to your WiFi network. Please make sure your device is **up to date** and that **background applications are switched off**.

Please note: connecting with a phone is **not** recommended. The video feed is unlikely to work on phones.
YOU WILL NEED:

2. **Headphones and microphone**

To ensure the quality of the sound of your speech, please use a **wired headset** or **wired headphones with a microphone**. Do not use wireless headphones (such as AirPods): they create additional interference and connection issues. Remember to switch off all sound notifications on your device (incoming emails etc.).

3. **A link to the meeting from the organiser**

e.g. [https://panel.interactio.io/join/b7gh6s51](https://panel.interactio.io/join/b7gh6s51)

**MEPs:** Use **Participant** link

**Staff & APAs:** Use **Viewer** link
CONNECT TO THE MEETING:

Please connect at least **45 minutes ahead of the meeting** to give sufficient time for moderators to **test your connection**, and for the IT Support team to help you solve any issues.

1. Click on the **meeting invitation link** from the organiser.

   e.g.  https://panel.interactio.io/join/b7gh6s5l

2. Enter your **EP email** address and click on **NEXT**.

3. Fill in **first and last name** and click on **LET’S GO**.
CONNECT TO THE MEETING:

4. Click on **Allow** twice, to give access to both **microphone** and **camera** when prompted.

   **Extremely important step:** without allowing, you will not be able to take the floor.

5. Click on **Join**.

6. You’re in the meeting!
SELECT YOUR LANGUAGE:

1. Click on the **Audio Channel Selector** to select the language in which you would like to follow the meeting. Interpretation is provided into the languages visible in this selection.

2. Select your **language channel**.

![Audio Channel Selector](image-url)
HOW TO SPEAK:

1. Notify the moderator that you would like to speak by clicking RAISE HAND. If the light is yellow, your hand is raised and the information is passed on to the Chair.

2. Wait for the moderator/Chair to give you permission to speak.

3. When the moderator gives you the floor, the SPEAK button turns blue.

4. Press the SPEAK button once and wait 3 seconds to be connected. The SPEAK button turns red: you appear on the screen in the meeting room and on remote participants’ devices.
PLEASE READ OUR GUIDE ON:
RECOMMENDATIONS FOR REMOTE SPEAKERS

ENJOY YOUR MEETING!